

LTA HOUSEKEEPING WORKSHEET

Unit ID#: _____ Unit Address: _____ # Sleeps: _____ # Baths: _____ Sq. Ft: _____

1) CLEANING SERVICES -- Includes: security lock-up of property upon guest departure (doors and windows locked, thermostat turned down, arming alarms, etc.); walk-through written inspection of property contents and condition; linen inventory; clean and vacuum entire home; make up beds with fresh linens; clean bathrooms and replace with fresh towels; replace kitchen & bathroom paper supplies and amenities; and band toilets.

<u>Sleeps:</u>	<u>Baths</u>	<u>Lndry Loads</u>	<u>Hours</u>	X	<u>Hrly Rate</u>	=	<u>Amount</u>	
2	1	1	.75		\$22.00		\$16.50	
4	1	2	1.25		22.00		\$27.50	
6	1	3	1.75		22.00		\$38.50	
8	2	3	2.25		22.00		\$49.50	
10	2.5	4	2.5		22.00		\$55.00	
11	2.5	4	2.75		22.00		\$60.50	
12	2.5	5	3		22.00		\$66.00	
14	3	6	3.25		22.00		\$71.50	
15	3	6	3.50		22.00		\$77.00	
16	3	7	3.75		22.00		\$82.50	
18	3	8	4		22.00		\$88.00	\$ _____

2) LAUNDRY SERVICE-- Includes laundering, drying, folding and replacement of all sheets, bath towels, hand towels, washcloths, and pillowcases. \$1.75 per person – minimum charge of charge \$12 \$ _____

3) SUPPLIES AND AMENITIES -- Includes cost of all required guest supplies and amenities including: bottle of wine and corkscrew; amenity basket including shampoo, lotions, shower cap, etc. in every bathroom; hand and body bar soaps; standard light bulbs; kitchen starter kits that include coffee, creamer, sugar, tea, hot chocolate, etc; dishwasher and liquid detergent; starter box of laundry soap; paper towels; Kleenex; toilet tissue; and trash can liners.

Sleeps 2-\$13.00: Sleeps 4-8 = \$17.00; Sleeps 10-11 = \$20.00; Sleeps 12-18 = \$22.00 \$ _____

4) HOUSEKEEPING SERVICES -- Includes on-site full-time housekeeping management and inspection program; processing and scheduling cleanings; hiring, training, and inspecting housekeepers; security deposit hold processing lost & found processing; homeowner assistance; ordering and replacement of required inventory items; and housekeeping inventory records. \$ _____

5) REFUSE DISPOSAL -- Includes bagging, removal, and disposal of all guest trash and garbage.
Sleeps _____ X .75/ person = \$ _____

6) EXTRA SERVICES -- Additional amount(s) for unusual or extra required items:

- A) No washer/dryer in unit: # laundry loads = _____ X \$3 each = \$ _____
- B) Extra/fewer bathrooms: 1/2 bath=+/- \$5.50 each \$ _____
full bath=+/- \$11.00 each \$ _____
- C) Brass fixtures, marble, extra glass, excessive, Knickknacks, special cleaning instructions: \$22.00 \$ _____
- D) Extra Family Room(s) \$11.00 each \$ _____
- E) Extra Square Footage \$11.00 \$ _____
- F) Other: _____ \$ _____

SUB TOTAL: \$ _____ \$ _____

TOTAL CLEANING AMOUNT = \$ _____

Prepared By: _____ Date: _____