



# Cleaning Service Agreement

This Cleaning Service Agreement (the **Agreement**) is made on \_\_\_\_\_ (the **Effective Date**) between:

## 1) Parties

### 1.1 Party A (Service Provider)

**Ahnn & Co Real Estate Services**

Address: \_\_\_\_\_

Signatory: **Regina Annoh**, CEO

Phone: **0238339944**

Email: \_\_\_\_\_

### 1.2 Party B (Client)

**Alhaji Mumuni** (Property Owner/Manager)

Address: \_\_\_\_\_

Phone: **0287228399**

Email: \_\_\_\_\_

Party A and Party B are each a **Party** and together the **Parties**.

## 2) Property and Location

The cleaning services will be provided at the following property:

- Location/Area: **Cantoment**
- Property Type: **4-bedroom house with boys quarters**
- Full Address: \_\_\_\_\_

## 3) Scope of Work

### 3.1 Service Type

Party A will provide **full deep cleaning** services.

### 3.2 Areas Included

- **All rooms and areas** in the house and boys quarters.
- General cleaning of the compound areas, as reasonably required for a full clean, unless the Parties agree otherwise in writing.

### 3.3 Standard of Service

- The required standard is **deep cleaning**.
- Party A will perform the work in a careful and professional manner.

### 3.4 Supplies and Equipment

- Party A will bring all standard supplies, tools, and equipment needed for the cleaning.
- If Party B has any preferred items that can help and are available on-site, Party B may provide them. This is optional and does not reduce Party A's responsibility to deliver the agreed cleaning standard.

### 3.5 Exclusions

- None stated. The intention is that **everything will be cleaned** as part of the deep cleaning scope.
- If Party B later asks for an extra task outside the normal deep cleaning scope, it will be treated as an additional service under Section 6.

## 4) Schedule

### 4.1 Start Date

Services start on **14 February, 2026**.

## 4.2 Cleaning Day

Cleaning will be performed **every Saturday**, at a time agreed by the Parties.

Planned Time Window: \_\_\_\_\_ to \_\_\_\_\_

## 4.3 Access

Party B will ensure the property is accessible to Party A on the scheduled day and time.

# 5) Fees and Payment

## 5.1 Monthly Fee

Party B will pay Party A **GHS 10,000 per month** for the services.

## 5.2 Payment Due Date

Payment is due **monthly**.

Payment Due Date each month: \_\_\_\_\_ (example: 1st of each month)

## 5.3 Payment Method

Payment will be made by **Bank Transfer** or **Mobile Money (MoMo)** to Party A's nominated account.

Bank Details (if applicable):

- Bank Name: \_\_\_\_\_
- Account Name: \_\_\_\_\_
- Account Number: \_\_\_\_\_

MoMo Details (if applicable):

- Network: \_\_\_\_\_
- MoMo Name: \_\_\_\_\_
- MoMo Number: \_\_\_\_\_

## 5.4 Grace Period

Party B has a **3-day grace period** after the payment due date.

## 5.5 Late Payment (Placeholder)

If payment remains unpaid after the grace period, the following will apply:

Late fee/penalty: \_\_\_\_\_

(Example options: fixed fee per day, percentage per month, or suspension until paid.)

## 6) Additional Services and Changes

If Party B requests additional work beyond the agreed scope, Party A will:

1. explain the extra cost, and
2. proceed only after Party B approves the extra cost.

Approval can be by WhatsApp, SMS, or email.

Rate for additional services (if needed): \_\_\_\_\_

## 7) Term and Termination

### 7.1 Term

This Agreement is **ongoing until terminated** under this Section.

### 7.2 Cancellation and Rescheduling

- Either Party may request to reschedule a cleaning day.
- Minimum notice required is **24 hours**.

### 7.3 Termination for Convenience

Either Party may terminate this Agreement by giving **1 month written notice** (WhatsApp, SMS, or email is acceptable).

## 7.4 Immediate Termination (Serious Issues)

Either Party may terminate immediately if the other Party:

- commits serious misconduct, or
- repeatedly fails to meet the key obligations in this Agreement, and does not correct it within a reasonable time after notice.

## 8) Responsibilities and Liability

### 8.1 Care of Property

Party A will take reasonable care while cleaning and will use appropriate products and methods.

### 8.2 Damage or Breakage (Placeholder)

If any damage occurs due to Party A's actions, the Parties will handle it as follows:

Repair/replace approach and limit (if any): \_\_\_\_\_

Process for reporting damage (timeframe): \_\_\_\_\_

### 8.3 Safety and Staff

Each Party is responsible for their own staff, guests, and representatives.

### 8.4 Insurance (Placeholder)

Insurance details (if any): \_\_\_\_\_

## 9) Confidentiality

Party A will keep Party B's private property information and household details confidential, and will not share photos, videos, or information without Party B's permission.

## 10) Exclusivity

Party B appoints Party A as the **exclusive** cleaning service provider for the property during the term of this Agreement.

Exclusivity notes (if any): \_\_\_\_\_

## 11) Governing Law and Disputes

This Agreement is governed by the laws of **Ghana**.

Dispute resolution approach (optional):

- First: good-faith discussion within 7 days
- Then: mediation or court, if unresolved

City for disputes (if you want to specify): \_\_\_\_\_

## 12) Notices

Formal notices under this Agreement can be sent by WhatsApp, SMS, or email to the contact details listed in Section 1.

## 13) Entire Agreement

This document is the full agreement between the Parties about the services described here. Any changes must be agreed in writing.

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# Signatures

## Party A (Service Provider)

Name: **Regina Annoh**

Title: **CEO**

For: **Ahnn & Co Real Estate Services**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Witness (Party A)

Witness Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Party B (Client)

Name: **Alhaji Mumuni**

Title: **Property Owner/Manager**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Witness (Party B)

Witness Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_