



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.

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: _____

Party B (Client)

Name: **Alhaji Mumuni**

Title: **Property Owner/Manager**

Signature: _____

Date: _____

Witness (Party B)

Witness Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____