

Stewardred Spaces

HOME RESET SERVICES

Client Service Agreement

*This agreement is between Stewardred Spaces and the client named below.
Please read, sign, and return before your first visit. Thank you for trusting me with your home.*

Client Information

Client Name: _____	Date: _____
Service Address: _____	Phone / Email: _____
Service Tier: _____	Visit Frequency: _____
Rate per Visit: _____	Scheduled Visit Days: _____

Scope of Services

The service tier selected above is performed according to the Stewardred Spaces Client Service Guide, provided separately. Both parties agree to that scope. Services outside the agreed tier — including deep organizing sessions, additional laundry, extra errands, or mileage over 20 miles — will be discussed and quoted before being performed.

Payment Terms

- Payment is due on the day of each completed visit, before I leave the home.
 - Accepted methods: Venmo, Zelle, cash, or card via Square.
 - A \$25 late fee applies to any payment not received within 48 hours of the completed visit.
 - Rates are reviewed annually. You will receive 30 days written notice of any rate change.
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Grocery Shopping and Errand Reimbursement

When grocery shopping or errands are included in your service tier or booked as an add-on, the following terms apply:

- Client must provide a complete shopping list or errand instructions no later than the evening before the scheduled visit.
- Client is responsible for the full cost of all groceries and purchases. Stewardred Spaces does not front the cost of groceries.
- Payment for groceries must be arranged in advance using ONE of the following methods — client must select and initial their preferred method:

— —	Option A — Client provides a prepaid debit/gift card loaded with the estimated shopping amount before each visit.
— —	Option B — Client provides a credit/debit card on file (number provided securely). Card is charged only for actual grocery/errand purchases on visit day.
— —	Option C — Client pays Stewarded Spaces a grocery deposit (agreed amount) via Venmo/Zelle before the visit. Receipt and any remaining balance returned same day.

- A detailed receipt will always be provided for every grocery or errand purchase.
- Any unused portion of a prepaid card or deposit is returned to the client the same day.
- Stewarded Spaces will never purchase items outside the agreed list without client approval.
- Mileage driven for grocery runs is included within 20 miles. Anything beyond 20 miles is billed at \$0.67/mile and always confirmed in advance.

Cancellation and Rescheduling

- Please provide at least 48 hours notice to cancel or reschedule at no charge.
- Cancellations with less than 24 hours notice may result in a \$50 cancellation fee — your time slot has been held and cannot be filled on short notice.
- Three or more same-day cancellations may result in termination of the recurring agreement.
- If I need to cancel due to illness or emergency, I will notify you as soon as possible and reschedule at no additional charge.

Access to Your Home

- Client agrees to provide safe, clear access on all scheduled visit days.
- Any key, code, or lockbox provided will be kept strictly confidential and used only for scheduled visits.
- Client should advise in advance of any rooms or areas that are off-limits or require special care.

Pets

- Pets should be secured or contained before I arrive, or client should advise how to handle them.
- I love animals and will treat your pets with care. However, Stewarded Spaces cannot be responsible for pets that are unsecured or that leave the home during a visit.
- Please disclose all pets before the first visit, including any that may be aggressive or anxious around unfamiliar people.

Equipment and Vacuum Policy

Stewarded Spaces owns one vacuum that is thoroughly sanitized between every client visit — filter cleaned, canister emptied and wiped, exterior disinfected. Your home will never be cleaned with another client's debris.

However, in the following situations, client is asked to provide their own vacuum for use during visits:

- Client or household member has allergies, asthma, or respiratory sensitivities — cross-contamination between homes is a real concern and your health comes first.
- Client has pets and prefers that pet hair and dander from other homes not enter their space via my equipment.
- Client simply prefers their own vacuum be used — this is always a completely reasonable request.

Please indicate your preference below and initial:

____ — —	I am comfortable with Stewardred Spaces using their own sanitized vacuum in my home.
____ — —	I prefer that Stewardred Spaces use my household vacuum. I will ensure it is accessible on visit days.

All other cleaning tools and products are provided by Stewardred Spaces. Low-tox, chemical-conscious products are used as standard. If you have product sensitivities or specific product preferences, please note them here:

Product notes / sensitivities: _____

Breakage and Damage

- Stewardred Spaces will handle your belongings with great care at all times.
- If an item is accidentally damaged during a visit, you will be notified immediately and we will work toward a fair resolution in good faith.
- Stewardred Spaces is not responsible for damage caused by pre-existing conditions such as loose fixtures, fragile items not disclosed, or surfaces already worn or compromised.
- Please point out any fragile, valuable, or sentimental items before the first visit so I can give them the extra care they deserve.

Confidentiality

- Everything in your home — your belongings, your routines, your personal details — is treated with complete discretion.
- No information about your home or household will be shared with anyone outside of direct service communication.
- Before and after photos may only be taken with your explicit written permission below, and only for Stewardred Spaces portfolio or marketing purposes. No photos will ever be shared without your consent.

Photo permission (initial one): YES — I give permission _____ NO — I do not give permission _____

Termination of Agreement

Either party may end this agreement at any time with 14 days written notice — no penalties. If the agreement ends mid-month after a visit has already been completed, payment for that visit remains due in full.

Agreement and Signatures

By signing below, both parties confirm they have read and agree to the terms of this agreement and the scope of service described in the Stewardred Spaces Client Service Guide.

Client Signature

Date

Printed Name

Best Contact Number

Stewarded Spaces — Service Provider

Date

Thank you for choosing Stewarded Spaces. It is an honor to care for your home.

218-232-5943 | stewardedspace26@gmail.com | Brainerd Lakes Area, MN
caring for what you've been entrusted with