



Essential Business Paperwork Checklist



**25 STEPS TO START YOUR CLEANING
COMPANY THE RIGHT WAY**



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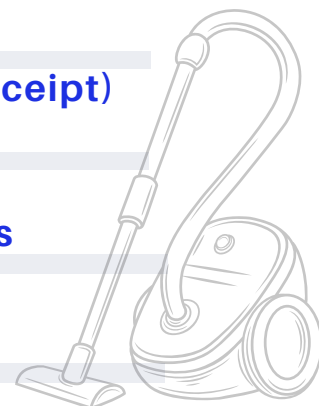


Essential Business Paperwork Checklist for Solo Cleaners



25 STEPS TO START YOUR CLEANING COMPANY THE RIGHT WAY

- ☐ 1 Figure out what kind of cleaning company you want to start .Create the name for it.
- ☐ 2 Search your company's name in your State's database to make sure it's unique
- ☐ 3 Determine what is your official business address and your registered agent's address.(It should be two different physical places)
- ☐ 4 Form LLC, by filling the Article of Organization with your State
- ☐ 5 File for DBA Permit
- ☐ 6 Receive your business's EIN letter from the IRS
- ☐ 7 Order a publication of the announcement in one of the local newspapers regarding the official opening of your cleaning company during 30 days since you have officially opened it.
- ☐ 8 Create your business's website and coordinated with it email address.
- ☐ 9 Purchase a separate business phone line
- ☐ 10 File for a business license (aka a Business Tax receipt) with your county
- ☐ 11 Open your Business Checking /Savings accounts
- ☐ 12 Purchase a business insurance





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- ☐ **13** Bonding certificate (if applicable)

- ☐ **14** Search your company's name in your State's database to make sure it's unique

- ☐ **15** Client service agreement or cleaning contract

- ☐ **16** Pricing list or quote sheet

- ☐ **17** Invoice & Receipt templates

- ☐ **18** Payment record log

- ☐ **19** Client intake or onboarding form

- ☐ **20** Privacy policy and terms (especially if you collect client data)

- ☐ **21** Emergency contact information form

- ☐ **22** Safety and cleaning procedures guide

- ☐ **23** Tax record folder (with space for 1099s)

- ☐ **24** Expenses and Inventory Log

- ☐ **25** Profit and Losses Statement

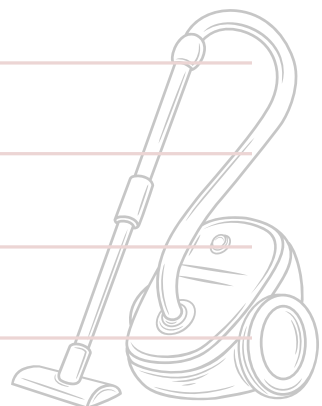




Notes



RESIDENTIAL CLEANING ACADEMY





Notes



Need a Faster Jump start for Your Business?



Don't let paperwork slow you down. The Essential Paperwork Checklist shows you what's required to get your solo cleaning business set up properly—but if you're ready to skip the stress and save hours of setup time, the Admin Solution Toolkit is your shortcut! It includes 45 ready-to-use templates for client intake, contracts, scheduling, and admin organization—everything you need to look professional from day one.