



Cleaning Business Structure Checklist

Use this checklist to make sure your cleaning business is legally, financially, and operationally structured the right way.

- ☐ Choose your business structure
- ☐ Decide whether to form an LLC
- ☐ Choose your official business name
- ☐ Register your cleaning business
- ☐ Apply for an EIN
- ☐ Open a business bank account
- ☐ Separate personal and business finances
- ☐ Get cleaning business insurance
- ☐ Set up bookkeeping or accounting software
- ☐ Create a system for saving receipts
- ☐ Set up invoicing and payment processing
- ☐ Choose scheduling and CRM software
- ☐ Organize customer records
- ☐ Create basic business policies
- ☐ Review your setup before taking on more clients

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