



The Home Exchange Agreement

One key to a successful home exchange is for partners to work together to set their ground rules. Our experience shows that the more detailed you are the less chance of a misunderstanding. And it's a great opportunity for you and your Exchange Partner to get to know each other. Every home exchange is different, so here's a form that caters to your own specific needs. Simply fill it out, exchange it with your partner and sign it.

1. Member Hosting ("Host")

Name: _____

Listing ID #: _____

Email: _____

Phone: _____

Address: _____

City and Postal Code: _____

Country: _____

2. Exchange Information

Arrival Date

(dd/mm/yyyy)

To Be Determined

Non-Simultaneous

Departure Date

(dd/mm/yyyy)

To Be Determined

Non-Simultaneous



Arrival Time

- Morning
- Afternoon
- Evening

Departure Time

- Morning
- Afternoon
- Evening

Lodgers.

Names of Host's lodgers, family members or friends who will be staying in the home during the exchange (if any):

Keys and Access.

Host will make the following arrangements with Exchange Partner for the secure and convenient transfer of keys at the start and end of the exchange.

3. Property

Off-Limits Areas. Areas of the home that are restricted (if any):

Basic Supplies. Please check one:

- Exchange Partner will replace basic food and paper products used during exchange.
- Exchange Partner will not replace food and paper products used during exchange.
- Exchange Partner will replace some food and paper products used during exchange, detailed here:



Cleaning and Linens.

Host shall provide clean and tidy premises, including beds made with fresh linens and bathrooms stocked with clean towels. Please check one:

- Exchange Partner will wash linens and towels before the end of the exchange.
- Exchange Partner does not need to wash linens and towels before the end of the exchange.

4. Expenses

Bills. Host will pay all of the normal utility bills and for all local rate phone calls. Please check one:

- Long distance phone calls will be paid for by Exchange Partner.
- Long distance phone calls will be paid for by Host.

5. Emergency Contact Information

If a problem occurs, the Host should be contacted (as specified) for authorization before arranging a non-emergency repair.

Local Contact: _____

Emergency Medical Contact: _____

Handyman/Electrician: _____

Plumber: _____

Gardener: _____

Veterinarian: _____

Pet Emergency Room: _____



6. Odds and Ends

Instructions for

Pets:

Indoor Plants:

Lawn/Garden:

Additional Facilities. Extra structures, boats, pools, Jacuzzis, grills or other facilities being offered:

Other Mutually Agreed Points. Anything you want to add:

7. General Expectations

Home Fittings and Contents.

Host's home, along with its fittings and appliances, will be clean and in good working order. Exchange Partner will not remove any items from Host's home without Host's written consent and will not permanently rearrange any furniture or other items.

Appliances.

Host will leave manuals or instructions for the use of all appliances.



Storage.

Host will provide adequate storage in closets and drawers for Exchange Partner's belongings.

Security.

Exchange Partner will ensure the property is fully secured when it is not occupied, including setting any security alarms.

Damage.

Exchange Partner is responsible for any costs to the home, its fittings, appliances and contents resulting from neglect, misuse or accident.

8. Cancellation

Cancellation of the Exchange.

Once this document has been signed, cancelling or changing dates will only be done under compelling circumstances, such as serious illness or injury, death or natural disaster. Exchange Partner has made plans and reservations based on Host's commitment, so if Host is forced to cancel or change the exchange, Host will make every effort to accommodate or find accommodations for Exchange Partner.

I/we agree to the above terms.

Host

Exchange Partner

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____