

PLEASE NOTE: These forms are furnished as a guideline only. Only use the information that is applicable to your situation when creating an agreement between home exchange parties. You may delete or modify any sections to document your specific arrangements.

Home Exchange Agreement Guidelines

We, the undersigned, agree to the following conditions for the exchange of accommodations.

This agreement is between _____ and

_____.

Each party is an Owner/Landlord of their respective property and Exchange Partner of the other's property.

1.PREMISES AND OWNER/LANDLORDS' INFORMATION

The Owner/Landlords and homes to be exchanged are as follows:

Name: _____

Listing # _____

Address: _____

Email: _____

Telephone Contact: _____

Emergency Contact Name: _____

Emergency Contact Telephone: _____

– AND –

Name: _____

Listing # _____

Address: _____

Email: _____

Telephone Contact: _____

Emergency Contact Name: _____

Emergency Contact Telephone: _____

2.TERM

The dates for the exchange of accommodations will be:

Listing # _____ will be occupied by _____

from _____ to _____ (DD/MM/YYYY).

Listing # _____ will be occupied by _____

from _____ to _____ (DD/MM/YYYY).

In the case of a non-simultaneous exchange, both parties have agreed to:

3.HOME INSURANCE/LOCAL FEES

Each Owner/Landlord will pay all respective insurance fees (Home & contents) in her/his own country. Each Exchange Partner acknowledges that the other will not provide insurance coverage for their property, nor shall either Exchange Partner be responsible for any loss of property, whether by theft, fire, acts of God, or otherwise. Each Exchange Partner will pay all respective land rates or property taxes, mortgage, body corporate fees, TV/Radio/Internet License, and any other Services Levy in her/his own country.

4. UTILITIES

All utility fees incurred by each Owner/Landlord before the exchange will be paid by the respective Owner/Landlord. Exchange Partner will be responsible for arranging and paying for all utility services required on the premises, with exception to services the Owner/Landlord has agreed to provide as listed here:

Type of Utility / Provider	Paid By
Electricity_____	_____
Water_____	_____
Internet Access_____	_____
Other (specify)_____	_____
Other (specify)_____	_____
Other (specify)_____	_____
Other (specify)_____	_____
Other (specify)_____	_____
Other (specify)_____	_____

Exchange Partner shall not default on any obligation to a utility provider for utility services at the Home.

5.CONDITION OF PREMISES

The Homes, their fittings and appliances should be left in a maintenance-free condition and in good working order at the commencement of the exchange. Detailed instructions for the appliances and equipment will be provided.

6. MAINTENANCE AND REPAIR

- A. Each Exchange Partner is responsible for maintaining the Home in good and sanitary condition, which includes incurring minor upkeep and cleaning costs (such as replacing burnt out light bulbs). Additionally, Exchange Partners are responsible for any costs to the Home, its fittings, appliances and contents whenever damage to such items shall have resulted from Exchange Partner's misuse, waste, or neglect, or that of the Exchange Partner's family, agent, or visitor. Broken/damaged articles should be replaced by articles of equivalent quality.
- B. The Exchange Partners are responsible for maintaining the lawns, gardens, and pool if the Owner/Landlord has specified that these tasks are required of the Exchange Partner.
- C. The Owner/Landlord is responsible for any costs incurred for the Home, its fittings, appliances and contents that can be attributed to normal wear and tear. The Exchange Partners agree to promptly contact the Owner/Landlord or the Owner/Landlord's Agent

who will authorize that the necessary repairs will be carried out. Accounts for any such costs will be forwarded to the Owner/Landlord or the Owner/Landlord's Agent for payment.

- D. All items used by the Exchange Partners and persons admitted to the home should be left in a state of good repair at the conclusion of the exchange/rental.

7. RIGHT OF INSPECTION

The Users will permit the Owner/Landlords or the Owner/Landlords' Agents, after 24 hours' notice (or without notice if there is an emergency) to enter the premises to examine the condition of the premises, furniture and effects.

8. ASSIGNMENTS AND SUBLETTING

Neither Exchange Partner shall sublet the entire premises or any part of the premises, nor shall they assign this Agreement to anyone else without first obtaining Owner/Landlord's written permission. Approval for long-term visitors to stay in the Home should be obtained from the Owner/Landlord in writing and the number of Exchange Partners who will be staying in the Home should be discussed and agreed upon beforehand. Nurses or maids required to care for the Exchange Partners during an illness are an exception from this provision.

9. SECURITY

Both premises are always to be securely locked when unoccupied. In addition to being a safety measure, this is necessary to comply with conditions of insurance. Should Exchange Partners lock themselves out of the dwelling and be unable to gain access through their own resources, they may call upon professional locksmith or the Owner/Landlords. In either case, they are responsible for payment of the charges and/or damages involved.

10. PETS

The Pet Policy in the home is up to the discretion of each Owner/Landlord, who are expected to follow local laws and regulations regarding service animals.

11. SMOKING

Smoking is not permitted unless otherwise specified by the Owner/Landlord.

12. PERSONAL STORAGE SPACE

Space in closets and drawers will be provided for the Exchange Partner's use during the exchange.

13.ACCOUNTS RECEIVABLE

At the conclusion of the rental, any unpaid accounts for which either Exchange Partner is responsible are to be forwarded to the appropriate Exchange Partner's home address.

14.SURRENDER OF PREMISES

At the expiration of the agreement, respective Exchange Partners shall quit and surrender the Homes. The Exchange Partners will clean the respective Owner/Landlord's home or pay for the Owner/Landlord's Home-cleaning service so that at departure, the home is in the same condition as at arrival.

15.MAIL

Any mail delivered for the Owner/Landlords is to be forwarded per the Owner/Landlords' instructions.

16.EARLY RETURN

In the event that one party returns home prior to the completion date of the exchange, the following accommodation arrangements and payments have been agreed to:
(Decide where the parties will stay, who will be responsible for the payment of rent and the continued payment of utilities/services in the vacated premises e.g. utilities that must be maintained to prevent freezing of pipes, overheating, lawn maintenance, etc.)

17.USE OF ADDITIONAL FACILITIES

(e.g., clubs, membership cards, pools, extra homes, boats that are offered during the home rental)

18.ARRANGEMENTS FOR KEYS

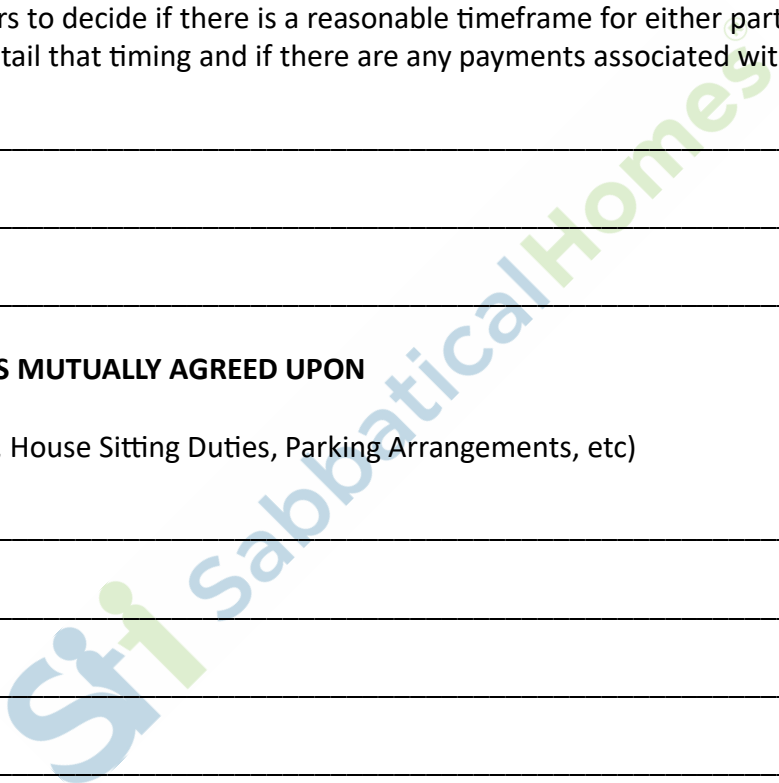
(e.g., mailing them beforehand or leaving them with a neighbor or in a lockbox with a code)

19.CANCELLATION POLICY AND TIMING

(Exchange Partners to decide if there is a reasonable timeframe for either party to cancel the arrangements, detail that timing and if there are any payments associated with a cancellation)

20.OTHER POINTS MUTUALLY AGREED UPON

(Cleaning Service, House Sitting Duties, Parking Arrangements, etc)



It is understood and agreed by both parties that the exchange of homes for is a noncommercial arrangement. The other party is a guest for the specific period.

Agreed to by:

Printed Name: _____

Signature: _____

Date: _____

Other Occupant Name(s)

Agreed to by:

Printed Name: _____

Signature: _____

Date: _____

Other Occupant Name(s)

Effective Date _____

Ending Date _____

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