

**Exchange Agreement Form (Partner 1)**

Owner..... Property ID .....  
\* "Owner" - the person who has legal ownership of the accommodation "User"- the person who has right of temporary use of the accommodation for the specified period. "Owner's Agent" - person nominated by the owner to act on behalf of the owner.

Address: .....  
E-mail: .....  
Telephone number: .....  
Number of people in the exchange: .....  
Name & telephone of friend/neighbor in case of emergency : .....

**I have reached an exchange agreement with: (name of the exchange partner/user\*)**

User .....  
Our exchange dates are from ..... to .....  
Our approximate time of arrival is: .....

**Material details: (write here the different agreement agreed, as the use of car, the use of telephone...)**

- | \*The Owner will pay all insurance fees (house & contents) in her/his own country.
- | \*The Owner will pay all land rates or property taxes, mortgage, body corporate fees, TV/Radio License, Fire, Police, Ambulance and Services Levy in her/his own country.
- | \*All utility fees incurred by the Owner before the exchange will be paid by the Owner.
- | \*The house, its fittings and appliances should be left in a maintenance-free condition and in good working order at the commencement of the exchange by the Owner.
- | \*The Owner is responsible for any costs incurred for the house, its fittings, appliances and contents that can be attributed to normal wear and tear. The User is to contact the Owner or the Owner's Agent who will authorize that the necessary repairs will be carried out. Accounts for any such costs will be forwarded to the Owner or the Owners Agent for payment.
- | \*The User will permit the Owner or the Owner's Agent after 24 hours notice or without notice in the event of an emergency to enter the premises for the purpose of examining the condition of the premises, furniture and effects.
- | \*The User is responsible for any costs to the house, its fittings, appliances and contents that can be attributed to neglect or misuse. All items used by the User and persons admitted to the home should be left in a state of good repair at the conclusion of the exchange. Broken articles should be replaced by articles of equivalent quality.
- | \*The User is responsible for maintaining the lawns, gardens and pool.
- | \*The User is responsible for minor costs such as burnt out lamps (light globes, bulbs).
- | \*Neither home is to be sublet or rented out during the period of the exchange.
- | \*Approval for long term visitors to stay in the house should be obtained from the Owner.
- | \*Both premises are to be securely locked at all times when unoccupied. This is necessary to comply with conditions of insurance.
- | \*Smoking is not permitted in the accommodation.
- | \*At the-conclusion of the exchange any unpaid accounts for which the User is responsible, are to be forwarded to the User's home address,
- | \*Any mail delivered for the Owner is to be forwarded to the Owner's Agent at regular intervals.

**I understand that the cancellation of an exchange, once a clear written agreement has been reached is a serious matter and may lead to my exclusion from any further participation in Homeforswap.com**

**Signature of Exchange Partner 1**

**Date**

This letter is an agreement between you and your home exchange partner. It lists all the points discussed between the 2 partners for avoiding any misunderstanding in the exchange. Both members have to sign it and send a copy to the other.

**Exchange Agreement Form (Partner 2)**

Owner\*..... Property ID .....

\* "Owner" - the person who has legal ownership of the accommodation "User"- the person who has right of temporary use of the accommodation for the specified period. "Owner's Agent" - person nominated by the owner to act on behalf of the owner.

Address: .....

E-mail: .....

Telephone number: .....

Number of people in the exchange: .....

Name & telephone of friend/neighbor in case of emergency : .....

**I have reached an exchange agreement with: (name of the exchange partner/user\*)**

Our exchange dates are from ..... to .....

Our approximate time of arrival is: .....

**Material details: (write here the different agreement agreed, as the use of car, the use of telephone...)**

- ⌋ \*The Owner will pay all insurance fees (house & contents) in her/his own country.
- ⌋ \*The Owner will pay all land rates or property taxes, mortgage, body corporate fees, TV/Radio License, Fire, Police, Ambulance and Services Levy in her/his own country.
- ⌋ \*All utility fees incurred by the Owner before the exchange will be paid by the Owner.
- ⌋ \*The house, its fittings and appliances should be left in a maintenance-free condition and in good working order at the commencement of the exchange by the Owner.
- ⌋ \*The Owner is responsible for any costs incurred for the house, its fittings, appliances and contents that can be attributed to normal wear and tear. The User is to contact the Owner or the Owner's Agent who will authorize that the necessary repairs will be carried out. Accounts for any such costs will be forwarded to the Owner or the Owners Agent for payment.
- ⌋ \*The User will permit the Owner or the Owner's Agent after 24 hours notice or without notice in the event of an emergency to enter the premises for the purpose of examining the condition of the premises, furniture and effects.
- ⌋ \*The User is responsible for any costs to the house, its fittings, appliances and contents that can be attributed to neglect or misuse. All items used by the User and persons admitted to the home should be left in a state of good repair at the conclusion of the exchange. Broken articles should be replaced by articles of equivalent quality.
- ⌋ \*The User is responsible for maintaining the lawns, gardens and pool.
- ⌋ \*The User is responsible for minor costs such as burnt out lamps (light globes, bulbs).
- ⌋ \*Neither home is to be sublet or rented out during the period of the exchange.
- ⌋ \*Approval for long term visitors to stay in the house should be obtained from the Owner.
- ⌋ \*Both premises are to be securely locked at all times when unoccupied. This is necessary to comply with conditions of insurance.
- ⌋ \*Smoking is not permitted in the accommodation.
- ⌋ \*At the-conclusion of the exchange any unpaid accounts for which the User is responsible, are to be forwarded to the User's home address,
- ⌋ \*Any mail delivered for the Owner is to be forwarded to the Owner's Agent at regular intervals.

**I understand that the cancellation of an exchange, once a clear written agreement has been reached is a serious matter and may lead to my exclusion from any further participation in Homeforswap.com**

**Signature of Exchange Partner 2**

**Date**

This letter is an agreement between you and your home exchange partner. It lists all the points discussed between the 2 partners for avoiding any misunderstanding in the exchange. Both members have to sign it and send a copy to the other.