

Home Exchange Agreement

This Agreement is between the Home Owner

Name			
Address			
City			
State or Province		Zip or Postcode	
Country			
Preferred contact during exchange period			

and the exchange guest

Name			
Address			
City			
State or Province		Zip or Postcode	
Country			
Preferred contact during exchange period			

relating to the following accommodation

Property Name (if applicable)			
Address			
City			
State or Province		Zip or Postcode	
Country			

Between the dates of	dd / mm / yy	and	dd / mm / yy
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Insurance Company		Policy No.	
Contact Name and Details			
Excess or deductible	\$		



The Home Owner Agrees to provide vacant possession of the agreed accommodation subject to the following conditions and constraints:-

- to present the accommodation in accordance with the spirit of Member Etiquette, including an appropriate allocation of space
- to ensure the prompt payment for all household services

The Exchange Guest agrees:-

- to care for the accommodation, its contents and facilities in accordance with the spirit of Member Etiquette, and the House Rules as presented in the Concierge Journal
- to ensure overnight accommodation is restricted to guests nominated in this Agreement, or subsequently agreed to by the Home Owner.
- to pay for, or reimburse the Home Owner for the cost of, any minor damage incurred during the Exchange period, or for any insurance excess or deductible if an insurance claim is necessary for major damage, provided such damage was as the result of negligence of the exchange guest.
- to pay for, or reimburse the Home Owner, for the following communication costs:-
 - _____ (? international phone calls)
 - _____ (? email and internet costs)
 - _____ (? pay TV)
- to vacate the accommodation in the following condition:-
 - _____ (? cleaning and bed linen)
 - _____ (? security)
 - _____ (? keys)

The following "hand over" arrangements will occur:-

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Initial contact in an emergency situation should be made with:-

Name	
Contact Details	

The Home Owner and Exchange Guest agree to the following regarding the usage of general household supplies and basic kitchen items, the collection of mail, the care of garden, indoor plants and pets:-

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The Home Owner and Exchange Guest accept that this is a binding agreement and acknowledge their exchange partners would be substantially inconvenienced if the exchange did not proceed as agreed. If an unforeseen significant change of circumstances necessitates a cancellation, or postponement, of this agreement, the party causing the cancellation will do everything in their power to arrange alternative accommodation, acceptable to their exchange partners.

Agreed and signed by the Home Owner

Signature _____ Name _____ Date _____

Agreed and signed by the Exchange Guest

Signature _____ Name _____ Date _____

