



## HOME AND CAR AGREEMENT FORM

*Exchange between:*

Names  
Membership Number

*And*  
Names  
Membership Number

*Dates of exchange:*  
From

To

*Please delete or amend clauses as appropriate following discussions with your exchange partner*

1. We will provide each other with detailed information about our homes, including instructions for operating heating, air conditioning, TVs and appliances
2. We will provide each other with the names and telephone numbers for plumbers, electricians and others to be contacted for emergency repairs.
3. We will provide each other with the name and telephone number of a neighbour who may be helpful
4. We will leave our partners' home clean and tidy at the conclusion of the exchange
5. We will lock the home when we are away for any period of time. We will leave spare keys in a hidden location and provide each other with the location of the spares
6. We will notify each other of any areas or items in the home which are not to be considered part of the exchange
7. Telephone charges: each of us will reimburse the other for international or long distance telephone charges incurred during the exchange. This will not apply to local call charges
8. Each host partner shall be responsible for making arrangements at their own expense for the care of lawns and gardens of their own home if necessary
9. We will each have use of the staples, condiments, spices etc in each other's kitchen without need of replacement. We will each leave on hand a starting supply of milk, bread and juice etc. Also provide an evening meal for the day of arrival.
10. We will not use each others wine or alcohol without replacement
11. We will endeavour to take special care of our partner's glassware, china, utensils and other household items, but it will not be necessary for either of us to replace accidental minor damage.
12. Each host partner shall be responsible for the cost of normal, basic repairs to their home and its appliances during the exchange, but we each agree to reimburse our partner in full for any accidental damage as we may do to the home or its contents in excess of £\_\_\_\_\_ which is not covered by insurance.

13. Each host partner shall pay for the cost of utilities, electricity, water and gas, used at their own home during the period of the exchange. We each agree to be economical in our use of the other's utilities. Each partner will be responsible for any substantial overuse of utilities, based on a monthly average expense of normal use by the hosts.
14. We will water our partner's house plants during the exchange and each host partner will leave any special instructions as required
15. Exchanged Automobile Agreements:
  - a. We each represent that we have a valid drivers licence and adequate liability and property damage insurance
  - b. We shall be responsible to each other for paying any liability or damage claims that are not covered by insurance or are included in deductibles
  - c. Each exchanged vehicle will be provided in good repair, cleaned, serviced and with a full tank of fuel. Each will be returned, cleaned and with a full tank of fuel
  - d. For use in the event of accident, we will each leave insurance information in the glove compartment of our car, including the name and telephone number of the persons to be notified. The host partner will also be notified promptly.
  - e. We will each sign a note authorising us to drive each other's vehicle during the exchange, which will be kept in the glove compartment.
  - f. Only .....will drive the vehicle, except in the case of emergency.
  - g. Operating manuals will be left in the glove compartment of each vehicle. We will provide each other with any instructions for operating the vehicle.
  - h. Each of us will lock the vehicle each time they are parked and keep them locked when not in use.

Please add any further conditions below:

Signed

Name (print)

Date

Signed:

Name (print)

Date