

## Sample Car Exchange Contract\*

|  | Exchange Party 1     | Exchange Party 2     |
|--|----------------------|----------------------|
| Primary Contact Name   |                      |                      |
| Names and ages of each person who may drive the car. (No drivers under the age of 25.) | 1.<br>2.<br>3.<br>4. | 1.<br>2.<br>3.<br>4. |
| Address  |                      |                      |
| Telephone, Cell  |                      |                      |
| Email Address  |                      |                      |
| Car Make, Model and Year   |                      |                      |
| Car License Number   |                      |                      |
| Current Mileage  |                      |                      |
| Dates and times car will be available for exchange                                     |                      |                      |
| How to obtain car keys   |                      |                      |
| Where to leave car keys  |                      |                      |
| Towing Service Number (choose one that accepts AAA)                                    |                      |                      |
| Mechanic's Name  |                      |                      |
| Mechanic's Phone   |                      |                      |
| Mechanic's Address   |                      |                      |
| Insurance Company's Name   |                      |                      |
| Insurance Company's Phone  |                      |                      |
| Insurance Company's Address  |                      |                      |
| Insurance Policy Number  |                      |                      |
| Maximum free mileage allowed (additional miles charged at \$____ each)                 |                      |                      |
| Notes about the car (including any ticks or  |                      |                      |

*\*This is a sample contract to be used as reference only. Please create an agreement that is applicable and suitable to the details of the specific arrangements made between you and your exchange partners.*

|          |  |  |
|----------|--|--|
| defects) |  |  |
|----------|--|--|

**In addition, each exchange party**

1. Warrants that the exchange car is insured and agrees to place car insurance policy and registration in a labeled envelope in the glove compartment.
2. Will leave their vehicles clean and in good mechanical condition before the commencement of the Exchange. The car should be tuned and serviced including the replacement of oil and checking and filling of tires just prior to the Exchange.
3. Agrees NOT to drink alcohol and drive this car.
4. Agrees NOT to drive the car into a foreign country without the express written permission of the owner. *Note: Most American car insurance is not valid in Mexico, and there are stipulations for driving in Canada.*
5. Agrees that all drivers will obtain and carry a valid, legal driver's license and comply with all relevant motor vehicle use laws for that country.
6. Agrees that no one will drive the car except the drivers listed.
7. Agrees that the owner of the car is responsible for any repair costs that are the result of mechanical failure due to normal age and usage of the car. In addition, each party agrees to contact the exchange partner if such a mechanical failure should occur to have repairs carried out as quickly and as conveniently as possible. Invoice is to be presented to the owner for payment.
8. Agrees that the exchange partner is responsible for any damages to the car, and will pay for any damage to the car not paid for by auto insurance, including deductibles.
9. Agrees to report accidents to the police within 24 hours if damage has occurred or a person has been injured.
10. Agrees to pay any marginal difference in any increased premium rates placed on a policy due to the damages by an exchange partner to an exchanged vehicle for a period of two years.
11. Agrees to leave the car clean and with a full tank of gas.

|                     | <b>Exchange Party 1</b> | <b>Exchange Party 2</b> |
|---------------------|-------------------------|-------------------------|
| <b>Printed Name</b> |                         |                         |
| <b>Signature</b>    |                         |                         |
| <b>Date</b>         |                         |                         |

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