

Sample Home Exchange Agreement*

	Exchange Party 1	Exchange Party 2
Primary Contact Name		
Names and ages of each person traveling in party / sleeping in the exchange home	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
Address		
Telephone, Home		
Telephone, Work		
Telephone, Cell		
Telephone, Other		
Email Address		
Dates and times home will be available for exchange		
Travel Itinerary (Flight numbers and times)		
Local Emergency Contact 1 Name Telephone		
Local Emergency Contact 2 Name Telephone		
Neighbor Contact Name Telephone		
How to obtain house keys		
Other rules / restrictions: (no pets, no smoking, etc.)		

Code of Conduct Agreement

Each party agrees to

1. Treat each other's home with the utmost respect and care.

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

2. Clean the home thoroughly. This includes:

Kitchen:

- All dishes and surfaces will be clean
- Dishes put away
- Kitchen towels washed, dried and put away
- Floor swept and, if needed, mopped

Bathroom:

- All surfaces will be wiped clean
- Toilet cleaned and bowl scrubbed
- Mirror cleaned
- Towels and washcloths washed, dried and put away
- Floor swept and, if needed, mopped

Bedrooms:

- Beds stripped and linens washed, dried and put away
- Blankets folded and left on bed
- Floor swept and, if needed, mopped / vacuumed

Other rooms:

- Wiped clean
- Floor swept and, if needed, mopped / vacuumed

	Exchange Party 1	Exchange Party 2
Where cleaning supplies can be found		

3. Notify the exchange party of any damages or repairs to be made and agrees to pay for such damages or repairs.
4. Leave thorough instructions for all relevant appliances and systems such as heating, cooling, gas grills, TV/VCR/DVD, Stereo, etc.
5. Make local telephone calls only. Any long distance calls will be made using a personal cell phone or prepaid phone card.
6. Secure and be responsible for their valuables and irreplaceable items brought on the trip.
7. Lock the exchange partner's house before leaving for any period of time.
8. Not remove any item from the home without the express written permission of its owner.

In addition, Cars (will) / (will not) be exchanged (Circle one. If cars will be exchanged, see separate contract.).

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

	Exchange Party 1	Exchange Party 2
Printed Name		
Signature		
Date		

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