

**EXCHANGE AGREEMENT — HOUSES AND CONTENTS**

Definitions: "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" — a person nominated by the Owner to act on behalf of the Owner.

We, the undersigned, agree to the following conditions with respect to our exchange of accommodation, in respect of the premises situated at:

ADDRESS.....

ADDRESS.....

**The exchange of accommodation will be from / /20 to / /20**

The Owner will pay all house and contents insurance premiums in respect of the accommodation in his/her 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 Owner will leave the house, its fittings and appliances in good working order immediately prior to the commencement of the exchange unless otherwise stated.

The Owner is responsible for any costs incurred for repair of 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 if such a repair is required. The Owner or Owner's Agent will authorise the necessary repairs to be carried out.

Accounts for any such costs will be forwarded to the Owner or the Owner's 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 for repair of 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 will be left in a state of good repair at the conclusion of the exchange. Broken articles will be replaced with articles of equivalent quality.

The User is responsible for maintaining the lawns, gardens and pool unless otherwise stated.

The User is responsible for minor costs such as burnt out light globes unless otherwise stated.

The User will keep the accommodation clean, tidy and in good order during the Exchange, and will return the accommodation to the owner clean, tidy and in good order at the conclusion of the Exchange.

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 must first 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 will be forwarded to the User's home address for payment by the User.

Any mail delivered for the Owner is to be forwarded to the Owner's Agent at regular intervals during the Exchange.

In the event that one party returns home prior to the completion date of the exchange the following accommodation arrangements and payments have been agreed to: (Decide where the parties will live, who will be responsible for the payment of rent and the continued payment of utilities/services in the vacated premises. E.g. phone rental, electricity, lawn maintenance etc.)

Additional conditions:

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