

Note: It is recommended that you do not make any transportation arrangements until after both parties have completed and signed this or a similar contract!

Sample Confirmation Letter/Contract

Dear _____,

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After so much exchange of information, I feel we are actually getting to know each other! Our family is looking forward to exchanging homes with you for vacation. With this letter we intend to finalize our plans.

	Exchange Family #1	Exchange Family #2
Name of Family		
Names & ages of all family members in the traveling party	1. 2. 3. 4. 5. 6. 7. 8.	1. 2. 3. 4. 5. 6. 7. 8.
Address		
Telephone		
Cell phone		
Other phone or fax		
e-mail		
<u>Dates of Exchange</u> Our home will be available from – to dates:		
Uthomex ID #		

Is a car included?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, there is a separate auto	<input type="checkbox"/> Yes <input type="checkbox"/> No info contract available)
Emergency Contact		
Name		
Phone		
Other phone		
Name		
Phone		
Other phone		
Where will you find the house keys, or who should you get them from?		
Where should we put the keys when we leave?		
We will leave written instructions for you about how to operate these systems: -Check any or all- (Now you must remember to leave the instructions before you trade homes!)	<input type="checkbox"/> Heater <input type="checkbox"/> Air conditioner <input type="checkbox"/> Phone <input type="checkbox"/> Fireplace <input type="checkbox"/> Washer <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> Stereo <input type="checkbox"/> Computer <input type="checkbox"/> Additional facilities, pool <input type="checkbox"/> Security systems, gates <input type="checkbox"/> Pet care <input type="checkbox"/> Other? _____	<input type="checkbox"/> Heater <input type="checkbox"/> Air conditioner <input type="checkbox"/> Phone <input type="checkbox"/> Fireplace <input type="checkbox"/> Washer <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> Stereo <input type="checkbox"/> Computer <input type="checkbox"/> Additional facilities, pool <input type="checkbox"/> Security systems, gates <input type="checkbox"/> Pet care <input type="checkbox"/> Other? _____
What do you want us to do with your mail?		
Name & ages of any overnight visitors		

(This next section can be changed or amended or added to by you and your exchange partners. It should reflect your own situation. You should at least consider the following points,)

1. We will treat each other's home with careful respect. Before we leave, we will clean the home thoroughly. We will wash and put away all linens.
2. The owner will pay all normal fees; such as mortgage, insurance, dues, and utility bills. The owner will pay all usual repairs. The owner will pay for local phone calls.
3. The users will pay for their own long distance phone calls. You need to agree in writing ahead of time on how to do this. Several possible options are:
 - Put all long distance calls on pre-paid phone cards. You might even get phone cards for each other and leave them on the counter.
 - Use your own cell phones for any long distance calls.
 - Use the house phone for long distance calls. When the exchange is completed, and the phone bill comes, each owner sends a copy of the itemized bill to their partners, and they settle up afterward.
 - Just agree not to make any long distance calls on the other's phone.
 - Obtain an inexpensive new local cell phone of your own in the vacation area.
4. We will each put away or lock away small valuables or irreplaceable items.
5. We will each carefully lock the house whenever it is empty. This is for insurance reasons.
6. The user will pay for any damages and any repairs which the user causes to be necessary. Hopefully there will be none, but accidents do happen!
7. If you are flying, exchange exact flight numbers and times. Decide if each family will be picked up at the airport, and by whom, and how they will get to your house. Decide how they will get back to the airport. Be sure all parties concerned know this information well in advance!
8. If you are exchanging cars, strongly consider using the Sample Auto Contract available on the www.uthomex.com site.

Please fill in the form in your column and return it to me. I think we are going to have a great exchange!

Exchange Family #1

Exchange Family #2

Printed name _____

Printed name _____

Signature _____

Signature _____

Date _____

Date _____

Printed name _____

Printed name _____

Signature _____

Signature _____

Date _____

Date _____