

Sample Home Exchange Book

Emergency Phone Numbers

	Phone Number	Name
Doctor		
Dentist		
Hospital		
Veterinarian		
Plumber		
Electrician		
Security Company		
Home-owners Insurance		
Auto Insurance		
Other		

General Services Phone Numbers

	Phone Number	Name
Relative/friend/neighbor who has agreed to help		
Cleaner		
Pool service		
Garden service		

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Baby sitter		
Newspaper delivery		
Auto repair		
Local Taxi		
Other		

Household Services Schedule

Warn your guests when they can expect service people to arrive. Better than them being suddenly surprised by the pool man appearing while they're sunbathing!

Service	Day	Instructions
Trash collection		
Recycled collection		
Garden trash collection		
Newspaper		
Cleaner scheduled		
Gardener/lawn service		
Pool service		
Other		

Car(s)

If your car has any special equipment or features, detail them here and also place any relevant manuals or documentation somewhere easily accessible in the vehicle and indicate there location here.

Item	Location
Theft deterrent	
GPS	
Other	
Location of manuals	

Home Security System

Program a new temporary access code for each new home exchange partner and inform them of it when making final arrangements.

Control location(s)	Special Instructions

Household Appliances

List any appliances that you believe may be temperamental and therefore require special instructions. Either include ALL appliance manuals in a section at the back of your Home Exchange Book, or place them on or next to the appliance itself. If you've lost any manuals, visit the manufacture's web site where you can usually download and print replacements.

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Appliance	Special Instructions

Equipment Locations

Item	Location
Fuse box	
Water shut-off	
Water heater	
Heating system	
Air conditioner	
Sprinkler system control	
Linen	
Towels	

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Cleaning materials	
Iron & ironing board	
Tools	
Trash / rubbish bins	
Other	

Pet Care

Pet	Name	Instructions
Dog		
Cat (black & white)		
Cat (tabby)		
Other		

Plant Care

Plant	Location	Instructions

Off Limit Area(s)

Room	Special Instructions

Knock and Ding Report

Every home comes with some knocks and dings. Maybe an ornament on the mantelpiece has a chipped base, a corner tile in the kitchen is cracked, or a dresser in the spare bedroom has a scratch.

Be a responsible, ethical exchanger and list any and all defects you know of. You will save your exchange partner a great deal of grief should they discover them and blame their own family.

Room	Blemish / Defect

Public Transport

	Departs From
Train	
City Bus	

Long Distance Bus	
Subway/Underground/Tube	
Light Rail	
Ferry	
Other	

Recommended Restaurants

Recommend any restaurants you particularly enjoy and you know would be good value for your exchange partners. Try to list an across the board selection in ethnicity and maybe include one upscale restaurant where they might like to dine on their last night.

Home exchange is all about eating where the locals do. Casual restaurants with a large local clientele are likely to be high quality and low cost.

Try to include a menu from each restaurant.

Name	Phone No	Address

Recommended Food Take-Outs / Home Deliveries

Again, include as diverse a cross-section as you can, and include menus.

Name	Phone No.	Address

Guest Memberships

If you hold a membership at a golf club, gym, country club, YMCA etc. you can often arrange for a temporary "Guest Membership" for your exchange partners. This is always an appreciated gesture.

Organization	Phone No.	Address

Local Attractions

Give some thought to this one! Make a list of all your local attractions, sporting venues, places of interest and itemize them here. It's also an excellent idea to

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request relevant brochures, information sheets, etc. and include as many as you can.

Divide them up as follows:

Less than a 15 minute drive

Attraction	Phone No.	Address

15 to 30 minute drive

Attraction	Phone No.	Address

30 to 60 minute drive

Attraction	Phone No.	Address

1 to 2 hour drive

Attraction	Phone No.	Address

Will require a full day

Attraction	Phone No.	Address