



# Intervac International

International Home Exchange Holiday Service - Since 1953

## About Exchange Agreements

Following are items which you could agree upon with your exchange partner. Many of these are covered in our online Exchange Agreement which you should fill out for each exchange you make.

### How to Register an Exchange

Upon committing to make an exchange, each party enters their exchange partner's member ID and fills in our online form. Both forms are saved in our system.

To begin the process scroll down to the bottom of the right-hand column of the member home page, and enter your exchange partner's member id into the box then click the button to begin customising your agreement.

### Suggestions for Discussion

- ☐ The names and ages of adults and children staying in your partner's home. You should include any expected visitors on the agreement form.
- ☐ The use of exchanged cars and their maintenance.
- ☐ Where are the keys located? We recommend that you leave them with friends or neighbours who can also welcome your exchange guests. It is a good idea to leave a second set of keys with your neighbors or friends in case of an emergency.
- ☐ Each home owner is usually responsible for the fuel bills in his/her own home, unless otherwise agreed.
- ☐ What linen (sheets, towels, etc.) will be available in your home, and who is responsible for laundering.
- ☐ Arrange for record keeping of long distance telephone calls and settlement of cost. Usually a note pad next to the telephone and a cheque or cash left at the time of departure is the simplest method.
- ☐ Agree that if repairs are necessary that cost above, say €25, a telephone call to the home owner is necessary to ensure payment by the owners, otherwise cost is borne by the exchange guests.

### Documented Experience Badges

After your exchange is completed both you and your partner will automatically have an additional registered exchange added to the experience level exchange counter displayed on your listing. Range of documented experience can range from Ready-to-Go (for new members) to Gold (6+ exchanges) and beyond.

## Things to Know

Your partner is automatically notified by email when you have submitted an exchange agreement.

You can view and print your agreements at the MY EXCHANGE AGREEMENTS section of your Intervac member home page. To find this section look in the grey USEFUL LINKS box in the left-hand column of the member home page. Until your partner has completed thier form you will only see his/her member id. Afterwards, the member id becomes a link to your partner's completed form. Your completed forms are visible to you and your exchange partner as well as the Intervac representatives from your countries.

You can edit/change your own exchange agreement form until the date of departure. So be sure to discuss your agreement with your partner. They will always notified by email when you have made a change to your agreement.