



Intervac Holiday Agreement

To confirm your mutual agreement on your holiday home exchange arrangement both exchange parties should sign identical forms. It is strongly recommended that you forward a copy of your agreement form to your local Intervac organiser. Please make the necessary number of copies you need.

When you have agreed to exchange with another Intervac member, you are required to complete this form. Send one copy to your exchange partner and another copy to your national organiser, signed by both parties. Your exchange partner is also expected to comply with this requirement. No travel arrangements should be made until this agreement is confirmed by both parties.

Name.....**Membership Number**/.....

I have made an agreement with :

Name.....**Membership Number**/.....

Holiday dates:

From.....**To**

We have agreed (Tick if applicable)

The number of people staying in each others home	
Use of utilities, telephone etc.	
Use of car (insurance cover arrangements in place)	

Other agreements (Please specify).....

.....

.....

I understand that the cancellation of a holiday agreement, unless due to exceptional reasons, may result in exclusion from future membership. I promise to be respectful of the exchange party's property and belongings, and settle any additional expenses incurred during my visit.

Exchange Party 1

Signed.....**Date**.....

Exchange Party 2

Signed.....**Date**.....



Checklist

Prior To or On Receiving your First Intervac Catalogue or searching Online

There are certain steps you can take towards organising your exchange prior to or on receiving your first Intervac catalogue or searching online.

- Visit your local Tourist Office and prepare an information pack.
- Compose a letter / mail of introduction to send to prospective home exchangers
- Prepare reply postcards / mail to send to all offers received.
- Consider your home from your guest's point of view; what simple improvements could make it more comfortable? Is everything in working order?
- Contact your insurance companies for a) household b) car insurance (if swapping cars) to make sure everything is adequately covered.

Items To Be Agreed Upon By Both Parties

- Total number of adults and children staying in home (include expected visitors).
- Use of car and its maintenance.
- Where are the keys to be located? We recommend that you leave them with friends or neighbours who can also welcome your exchange guests. Two sets of keys are recommended.
- Each homeowner is usually responsible for the fuel bills of his/her own home, unless otherwise agreed.
- What linen will be provided "in-house" and who is responsible for laundering?
- Arrange for recording 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. Services such as the Eircom Ireland Director Charge cards service are very useful. Contact any service provider or Eircom for information.
- Agree that if repairs are necessary that cost above, say € 25, a telephone call to the homeowner is necessary to ensure payment by owners, otherwise cost is borne by exchange guests.



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-Care of pets.

-In the event of cancellation, agree on a back-up plan.

Preparing Your Home For Exchange Guests

-Prepare your home for your exchange guests as you would for any special guests - make sure that it is clean and ready for their arrival.

-Provide the necessary linens and a minimum amount of basic food so that your guests can get off to a comfortable start. Give them a special welcome by perhaps, leaving some flowers or a bottle of wine.

-Leave notes in appropriate places on how to operate appliances and where to find essentials e.g. the fuse box!

-Leave a list next to the telephone of important telephone numbers, including, operator, directory enquiries, friends for advice if a problem arises, doctor, also a baby-sitter if required.

-Leave keys in the agreed place, providing neighbours with a spare set in case of emergency.

-Leave a note concerning milk /paper delivery (if any), nearest petrol station/shops/supermarket etc.

-Store irreplaceable antiques and personal items if there is any worry about breakage.

-Provide adequate wardrobe and drawer space for guests.

-Leave a note pad next to phone for recording long -distance phone calls.

-Leave instructions for care of plants and pets, including vet's name and number.

-Provide any special instructions for leaving the house secure on departure.

-Leave notes specifying any parts of the home to be off-limits, or equipment not to be used (e.g. computer in study).

-Empty refrigerator, except for basic food.

-Leave information pack for your guests' use.



Preparing Their Home At The Time Of Your Departure

- Replace basic foods and leave linens as arranged.
- Clean home and leave everything in the same order in which you found it. Obviously, standards will differ, but aim high!
- Leave cash for long -distance telephone calls and any other items agreed upon.
- Leave a note of any relevant problems, incidents or items replaced or broken; providing any necessary compensation.
- A thank you note, and perhaps a small gift as a token of your appreciation, is always a welcome homecoming.
- If you depart early for any reason, make sure that your exchange partners and their neighbours are notified.
- Ensure that any special instructions for making the house secure are followed.
- Return keys to designated locations.