



The Home Exchange Experts

House Guide for Guests

Here you will find lots of helpful information to ensure you are comfortable and make the most of your stay. From basic home amenities, instructions on how to use appliances to recommendations for dining, entertainment, shopping, tourist sites, etc.

WELCOME TO OUR HOME

NAMES:

Address:

Our Contact Information:

- Telephone :
- WhatsApp :
- Email :
- Emergency contact :

Our neighbours/friends/family :

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- Our cleaning services :
- Mechanic :

- Ambulance :
- Police :
- Doctor :
- Dentist :
- Veterinarian :

MAKE YOURSELF AT HOME

Personal Welcome Message

Let us know when you've settled in. If there is anything we've omitted from this booklet or you have any questions at all, please contact us and we'd be happy to help.

GENERAL

Keys : Uses for and where they are kept

Mail : Collect mail, where to put it

Plant care needed :

Garden care needed :

Garbage & Recycling instructions : *where bins are, where to find the schedule, etc*

Parking Instructions :

Garage :

Wi-Fi Network Name :

Wi-Fi Password :

Entry door keypad :

Security/Alarm code :

Any other codes :

OUR HOME

KITCHEN (*mention what your guests can help themselves to, where to find the coffee and tea, etc. Where to find detergent, cleaning supplies, etc.*)

DINING ROOM (*Inform where to find the place mats/tablecloths, etc Let your guests know if there are any particular glasses, cutlery, dishes etc, that you prefer were not used or warn to be careful if using.)*

LIVING ROOM (*take some photos of the remote controls and specify which is for TV, Netflix., the internet box. etc., leave instruction how to use them (ie) How to connect to Netflix, Prime Video, and other streaming services*

BEDROOMS : (*inform about closet and drawer space etc, where to find extra sheets, pillow cases, duvet cover and towels*)

Master

2nd bedroom

3rd bedroom

4th bedroom

Spare Room/Den (*inform perhaps where you keep kids toys, games, etc.*)

Bathrooms: (*indicate where your guests can find clean towels, extra toilet paper, first aid kit etc. Inform how to use the shower – a few lines is sufficient*)

Garden: (*indicate where you keep your garden chairs,patio accessories, BBQ, etc*)

Outdoor/Garage : *Bicycles, toys, list the items your guests can use*

HOW TO USE APPLIANCES

*Leave instruction manual or better still write out a few simple instructions for each and leave with appliance.
For example what setting to use on the washing machine and dishwasher.*

Air conditioning :

Central Heating :

Microwave :

Oven/Stove :

Washer and dryer :

Coffee machine :

Dishwasher :

Garburator :

BBQ :

Vaccuum :

AUTO EXCHANGE

If applicable : where to find the keys, provide details of the type of fuel to be used, best prices locally, leave name and number of your mechanic. Insurance papers in the glovebox, distance restrictions, etc.

LOCAL TRANSPORT INFORMATION

Leave details local of bus/train times and public transport maps for your exchangers.

Taxi Telephone:

OUR PETS
if applicable

Our cat's name is

Our dog's name is

What they like to eat and how often (where to find their food)

Usual habits

Name & contact for Alternative pet care if applicable

SHOPPING

Name and locations of local supermarket along with opening and closing times. Mention small local shops, your favorite butcher/bakery, clothing, general supplies, etc.

THINGS TO SEE AND DO

Pick up some brochures in the local tourist office and recommend well known places not to be missed near your home.

OUR RECOMMENDATIONS

Mention your favourite local restaurants, cafes and pubs etc

THINGS KIDS WILL ENJOY

END OF EXCHANGE

Cleaning : *(indicate what you expect from your exchange partners. Members usually ask that their home is left the way their guests found it. Agree beforehand whether sheets and towels are to be put in washing machine / to be replaced with clean ones / to be left by the side of the bed. OR parties may have agreed the exchange home hosts will provide & pay for their regular cleaning service.)*

Keys : *where to leave the keys upon departure (on table, with neighbours, etc)*

SOME HOUSE RULES

no smoking indoors, ensure alarm is engaged when out of the house etc, Information on strata bylaws if applicable

FINAL WORDS

Add a few sentences to make your exchangers feel relaxed and welcome and at home in your home.