

Dear \_\_\_\_\_:

*With this letter, we intend to enter into a car exchange agreement along with our home exchange. Should any other concerns arise from this point on, please let us know at once so we can resolve them. At this time, we'd like to record everything we've agreed to so far regarding an exchange of cars. Specifically:*

Cars covered under this Agreement

Model \_\_\_\_\_  
Year \_\_\_\_\_  
License Number \_\_\_\_\_

Model \_\_\_\_\_  
Year \_\_\_\_\_  
License Number \_\_\_\_\_

1. We will limit mileage to \_\_\_\_\_ free miles for the term of the home exchange. Each additional mile will be 15 cents (*adjust to your wishes*) per mile.
2. Each of us will provide a copy of auto insurance to the other person.
3. Each of us will be responsible for obtaining our own International Driver's License(s) (if applicable).
4. Driver(s) of the vehicle will be 25 years of age or older and will only include:

In the \_\_\_\_\_ home

- 1.
- 2.

In the \_\_\_\_\_ home

- 1.
- 2.

5. We will provide each other with the names of the drivers, their ages, and their driver's license numbers.
6. We will provide each other with the name, address, and phone number of our respective car insurance agents.
7. We will provide each other with the name, address, and phone number of our respective auto mechanics.
8. Car registration and insurance will be placed in a labeled envelope in the glove compartment along with a signed copy of this agreement and a letter of permission for us to drive each other's vehicle for a stated period of time.
9. We will provide each other with AAA information or any other like service that may be available in our respective location.
10. We will provide each other with detailed instructions on use of car alarms.
11. We will not drink alcoholic beverages while driving.
12. We will check oil, water, and tires of each other's vehicle if driving more than 500 miles.
13. We will leave each other's cars cleaned, washed, and with a full tank of gas.
14. We will be responsible (and pay for) any damage to the car during the exchange not submitted to or not covered by auto insurance.

**This letter contains our entire agreement and may be amended only in writing. If the above meets with your approval please return one signed copy of this letter of confirmation and retain one for your files. I am certain you will respect our home and belongings as we will respect yours. We want you to feel free to use our home as your own and enjoy yourselves!**

Please let me know if you have anything to add, or have any questions.

Regards,

\_\_\_\_\_

Agreed to by/Signed: \_\_\_\_\_

Name of Exchange Partner \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Agreed to by/Signed: \_\_\_\_\_

Name of Exchange Partner \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

