



Home Exchange & House Swap Preparation Checklist

This preparation checklist is for hosts preparing for a home exchange or house swap and is best read in conjunction with the article “How to Prepare for a Home Exchange or House Swap”.

1. Get Your Home Ready

- Clean and declutter key areas (bedrooms, bathrooms, kitchen and living)
- Clean fridge shelving and drawers
- Remove personal or sensitive items
- Secure valuables and private documents
- Fix any maintenance issues (lights, taps, appliances)

2. Create a House Guide

- Wi-Fi login details and TV/streaming instructions
- Instructions for appliances and heating/cooling systems
- Garbage and recycling days and rules
- Emergency contacts (you, neighbor, local trades)
- House rules and quirks (what to know, what to avoid)
- Local recommendations (shops, cafes, attractions)

3. Outdoor & Garden Prep

- Mow lawns and weed gardens
- Trim Hedges and shrubs
- Sweep paths, patios and balconies
- Tidy up outdoor furniture
- Clean pool and check water chemicals are correct
- Leave watering instructions for plants or garden
- Secure outdoor tools and equipment

4. Home Safety

- Make sure your home is safe (smoke alarms, fire extinguishers, trip hazards)

- Emergency exit plans are visible if required.
- Ensure torches, flashlights, stairwell lighting is working.
- Clear any trip hazards

5. Access

- Organise how you are going to handover keys and allow access to your home (lockbox, neighbour, digital code etc)
- Provide back up plan in case of access issues (very important)
- Block access to areas of danger or you don't want your guests to go.

6. Make Space for Guests

- Wardrobe space and drawer space cleared
- Empty bathroom cabinet or shelf
- Cleared fridge and freezer space.
- Provide plenty of coathangers

7. Stock the Essentials

- Provide basic pantry items (tea, coffee, sugar, oil, etc.)
- Leave toilet paper, cleaning products, and bin liners
- Set out clean towels, linens, and spare bedding
- Optional: Include a welcome basket or note

8. Prepare Beds and Linen

- Beds made with freshly laundered sheets
- Clean towels for each guest (leave on beds for hotel style presentation)
- Spare bedding and blankets
- Leave instructions for using your washing machine

9. Insurances

- Check your home and contents insurance is suitable for a homestay.
- If allowing usage of vehicles or marine craft check your insurance is adequate for the situation.

10. Set the Scene for Arrival – Final Touches

- Add fresh flowers or calming scents
- Present beds hotel-style with fresh linen
- Tidy entryway for a great first impression
- Confirm arrival/departure times with your guest
- Send final reminders or updates before the exchange or swap
- Share your contact details and backup contact