



Our House Manual (for Home Exchanges and House Swaps)

Welcome to our home! We're delighted to share it with you through Hombie. To ensure a smooth and respectful experience for everyone, please read and follow the house rules below.

As per our Hombie listing, **smoking is not permitted** inside or outside our home.

Property Information

Address:

[Insert full address]

Lockbox Code:

[Insert code and location details]

WiFi:

Network: [Insert]

Password: [Insert]

Contact Numbers

Primary Contact: [Name – Mobile Number]

Secondary Contact: [Name – Mobile Number]

Emergency Contact Numbers

Neighbour: [Name – Mobile – House Number]

Family Close By: [Name – Relationship – Mobile]

Power Supply Provider: [Name – Phone Number]

Local Council: [Council Name – Phone Number]

Police / Fire / Ambulance:

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Unexpected Issues:

[Input your own directions here and delete the following] Please contact us directly. We'll assist with troubleshooting or contacting local services if needed. For emergencies contact the service directly.

Key and Access Notes

- Spare keys: [Where to find them]
 - Garage remote: [Location and instructions]
 - Please return keys to the lockbox before departure.
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Mail & Deliveries

- Please accept/do not accept packages or deliveries.
 - Please collect our mail for us.
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Rubbish & Recycling

Bin Days: Place on kerb the night before

- General waste: [Day]
- Recycling: [Day]
- Green waste: [Day]

Please place bins on the kerb the night before.
Replacement bin liners are located [where].

Indoors

Solar Power

[Instructions]

Dishwasher

[Instructions]

Washing Machine

[Instructions]

Other Appliances

[Instructions]

Gas Cooker

[Instructions]

Fireplace

[Instructions]

Air Conditioner

[Instructions]

TV & Streaming

[Which streaming services and instructions]

Security Code

[Instructions]

Code: [Insert Code]

Power Box

[Location]

Indoor Plants

[Instructions]

Bedroom Linen

All beds are freshly made. Extra pillows and blankets are stored in [location].

Outdoors

Pool / Sauna / Spa

[Instructions]

BBQ

[Instructions]

Gates

[Instructions]

Lawns & Garden

[Instructions]

Watering System

[Instructions]

Vehicles or Boats (Use or Delete this section)

We're happy to offer use of our **[Vehicle/Boat Name]**.

- Keys are in [Location]
 - A user agreement must be signed by both parties and a copy forwarded to us.
 - The vehicle should be returned clean and full of fuel.
 - Only pre-approved drivers covered by our insurance may drive
 - Any incidents must be reported immediately
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Local Shops & Essentials

- **Supermarket:** [Name + Address]
 - **Pharmacy:** [Name + Address]
 - **Bottle Shop / Bakery / ATM:** [Names + Locations]
 - **Hospital / GP Clinic:** [Optional]
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Our Favourite Local Eateries, Cafes & Places to Visit

Let us help you enjoy the area like a local! Some of our favourites include:

- **Best coffee:** [Name – location]
 - **Casual dining:** [Name – cuisine]
 - **Something special:** [Name – fine dining or view]
 - **Family-friendly:** [Parks, walks, activities]
 - **Markets / Day trips:** [Suggestions nearby]
 - **Sightseeing:** [Suggestions nearby]
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Safety & Essentials

- **Fire extinguisher:** [Location] (if you don't have a fire extinguisher, write Nil)
 - **First aid kit:** [Location]
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Cleaning Supplies

- **Vacuum, mop, broom:** [Location][Instructions]
 - **Cleaning sprays, cloths:** [Location]
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If Children Are Staying

- High chair and cot available (stored in [location])
 - Toys and books in [location]
 - Please supervise children near stairs and the pool or water.
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Move-Out Day Checklist

We greatly appreciate you leaving the home ready for our return. Before you go, please:

Beds

Please wash all linen used and re make the beds.

Floors

Please vacuum and mop the floors [Instructions for timber floors etc]

Cleanliness

- Clean showers and toilets
- Wipe down kitchen benches
- Empty bins (instructions above)
- Empty dishwasher
- Please leave our home as clean as you found it

Security

- Lock all doors and windows
- Return keys to the lockbox [or other area]
- Set the alarm [if required]

 **Feedback**

We'd love to hear about your stay! Leave us a review via Hombie.

If you have any questions during your stay, feel free to contact us. We hope you enjoy our home and the local experience!

Warm regards,
[Your Names Here]

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