



GUEST INFORMATION SHEET

(to be left in your home for the benefit of your exchange partners)

Welcome to 'your' holiday home. As you are likely to have filled out this form for us you will be familiar with the information that it contains. Please keep it safe as it is likely to come in handy during your stay. Please treat our home like your own and enjoy your stay.

Emergency Telephone Numbers

Police
Ambulance/E.M.S.
Fire

Location of Service Shut Off Valves (if necessary leave a sign at the location of the valve)

Electricity
.....
Gas
.....
Water
.....

Address and Telephone No. for this Property

Address
.....
.....
Telephone
.....

Your Local Contact (a neighbour or family member living close by is preferred)

Name
Relationship
Address
.....
.....
Home Telephone
Mobile Telephone
Work Telephone



GUEST INFORMATION SHEET (continued)

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Appliance Information

(original instruction manuals or written notes to assist in the operation of your appliances)

Oven

Washing Machine

Dishwasher

Heating/ Hot Water

Shower

Air Conditioning

Computer

TV and Video

Fireplace/Chimney

Garden

Refuse Collection

Miscellaneous

GUEST INFORMATION (continued)

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Vehicle Information (please place a copy of this page in the vehicle)

Make
 Model
 Registration Number
 Fuel Type (as described at filling stations)
 Transmission (automatic - stick shift/manual)
 Immobiliser
 Spare Keys

Recovery Organisation

Membership No.

Telephone No.

Insurance Company

Policy Number

Excess

Telephone No.

Garage/Parking.....

Notes

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Advice: Please be as specific as you can with regards to your vehicle. A Home Exchanger once had trouble starting a vehicle so called the 'local contact'. A two hour round trip found that the ignition wouldn't work unless the clutch was depressed.