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| The only way to make sure that both exchange partners have a full understanding and agreement of the exchange details is to do so in writing. This is a sample agreement that you and your exchange partner may use to clarify all details of the exchange. This document should be amended to reflect the situation of the exchange partners and a copy lodged with your exchange coordinator. |
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| Memorandum of Understanding |

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| Between |  |
| and |  |
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| This is not a formal contract—it is a written understanding between both parties above (referred to as "we" below), concerning the International Firefighter Exchange programme.This Memorandum of Understanding (MOU) deals specifically with personal agreements between firefighter exchange partners and is separate from the formal contractual agreement between Fire Services and individuals. **In signing this MOU we agree to:*** Accept the commitment to the International Firefighter Exchange programme in good faith and with flexibility to accept lifestyle change and situation for twelve (12) months.
* Report for duty with the relevant exchange fire service on the specified date listed on the respective contract, and make the most of this valuable experience.
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| Exchange start date: |  | Exchange end date: |  |
| Number of days leave to be exchanged: |  |
|  | Specify details of any annual leave, public holiday, shift swaps etc. |
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| The twelve month time frame should be the total period, including any leave required whilst on the exchange. Additional leave/time off will be negotiated with my home fire service, and not contravene any Visa conditions. Actual work dates are detailed on the formal contractual agreement. |
| **We agree to:** * Exchange accommodation for the period of 12 months as indicated above. These dates allow for travel and settling time.
* Give a local person power of attorney to be responsible for our own properties who can be contacted for any information or problem encountered with the property.
* Treat our exchange partner’s, and their family’s, property and belongings with the utmost respect and not misuse, intentionally damage or abuse same.
* Maintain our respective household gardens and surrounds in a neat and tidy appearance throughout the exchange period. This will include mowing lawns and keeping garden beds weed free.
* Keep the pool (if applicable) in a useable state that does not allow algae to grown. We agree to perform minor maintenance when required. All instructions and equipment will be provided. Where the pool is not used, we agree to keep the pool clean with chemicals and filtration.
* Carry out minor maintenance on respective houses and surrounds. Minor maintenance can include, but is not limited to, changing light globes, tap washers, small repairs etc.
* Pay all user pays utilities associated with the exchange property. These may include gas, electricity, water, telephone, internet and pay TV etc. for the 12 month period of the exchange.
* Pay rates and mortgages on our own home properties.
* Take responsibility for payment of repair/replacement of equipment associated with our own home property, with the exception of misuse. These items may include heaters, fridge, air conditioners, dryer, computer, pool filter, video etc. We will also be responsible for structural repairs. If an urgent decision is required, the matter should be referred to the person holding the power of attorney.
* Continue to pay house, contents and (where applicable) vehicle insurance for the 12-month exchange period. If there are additional specific items of the exchange partner to be covered, these should be detailed and any additional cost to insurance cover, paid for by the exchange partner.
* (If a vehicle is included in the exchange) Provide each other with a referral letter from the vehicle insurance company and include the exchange partner on our insurance policy.
* Enabling the full use of household equipment and furniture. These items include linen, bedding, cutlery, crockery, pantry contents, garden tools and appliances, electrical appliances, washing machine etc.
* Allow children to use selected toys, videos, bikes etc that are stored at the property.
* Allow use of sports equipment, such as bikes, tennis racquets, golf equipment, pool accessories, etc.
* Provide an information book that includes contact names and numbers of close family, friends and the person who holds the power of attorney. These contacts may be called about the property, how things operate, and provide general information. All instruction manuals and warranty cards etc will be prominently displayed.
* Leave basic non-perishable food items in the pantry/cupboard. These could include sauces, spices, soups, flour etc. Also supplied on arrival should be an initial store of washing detergent, toilet papers, soap etc.
* Redirect mail to the person holding the power of attorney, with the exception of utilities bills which must be paid, for the period of the exchange.
* Have a great time and make the most of the opportunity, both personally and career wise, for the 12-month period.
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| **We have read and fully understand our commitments in respect to this exchange.** |
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| Exchange partner (New Zealand) |  | Exchange partner (International) |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Signature |  | Signature |

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| Family members |  | Family members |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Name |  | Name |
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