

## MEMORANDUM OF UNDERSTANDING BETWEEN EXCHANGE PARTNERS

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. Included is a sample agreement that you and your exchange partner should use to clarify all details of the exchange. This agreement should be changed as needed to reflect the situation of the exchange partners. Each exchange partner and Fire Service Exchange Coordinator should retain a copy.

### **MEMORANDUM OF UNDERSTANDING**

Between

And

This is not a formal contract, it is a written understanding between both parties above, concerning the twelve month Firefighter Exchange Fellowship Program.

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 Firefighter Exchange Fellowship program in good faith and with flexibility to accept lifestyle change and situation for twelve (12) months.
- We agree to 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.

The start date for beginning the exchange will be:

The final date for completing the exchange will be:

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.
- We agree to arrange a local Power of Attorney responsible for our own properties who can be contacted for any information or problem encountered with the property.
- We agree to treat our exchange partner's, and their families, property and belongings with the utmost respect and not misuse, intentionally damage or abuse same.
- We agree that we will 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.
- We agree to 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.

## MEMORANDUM OF UNDERSTANDING BETWEEN EXCHANGE PARTNERS

- We agree to carry out minor maintenance on respective houses and surrounds. Minor maintenance can include, but is not excluded to, changing light globes, tap washers, small repairs etc.
- We agree to pay all user pays utilities associated with the exchange property. These may include gas, electricity, water, telephone, internet, pay TV, etc, for the 12 month period of the exchange.
- We agree to pay rates and mortgages on our home properties.
- We agree that we will be responsibility for payment of repair/replacement of equipment associated with the 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 fault repairs. If an urgent decision is required, the matter should be referred to the Power of Attorney of the owner of the property.
- We agree to 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, we agree to provide each other with a referral letter from the vehicle insurance company and include the exchange partner on your insurance policy.
- We agree to 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.
- We agree to allow children to use selected toys, videos, bikes etc that are stored at the property.
- We agree to allow use of sports equipment, such as bikes, tennis racquets, golf equipment, pool accessories, etc.
- We agree to provide an information book that includes contact names and numbers of close family, friends and the nominated 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.
- We agree to 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.
- We agree that any mail received is redirected to the Power of Attorney, with the exception of utilities bills, for the period of the exchange.
- We agree to have a great time and make the most of the opportunity, both personally and career wise, for the 12 month period.

MEMORANDUM OF UNDERSTANDING BETWEEN EXCHANGE PARTNERS

We have read and fully understand our commitments in respect to this exchange.

Exchange Partner

Exchange Partner

.....  
Name

.....  
Name

.....  
Signature

.....  
Signature

Family Members

Family Members

.....  
Name

.....  
Name

.....  
Signature

.....  
Signature

.....  
Name

.....  
Name

.....  
Signature

.....  
Signature

.....  
Name

.....  
Name

.....  
Signature

.....  
Signature