



Mountain Life Hub: Quick Reference Guide

Home Swap

How does it work

- Home Swap comes free with Home Membership
- No money changes hands with Home Swap
- Home owners has the option under Home Update to set a flag: ALLOW HOME SWAP if they are happy to be included for Home Swap.
- Our website only facilitates communication between home owners for Swap
- Calendars does not get updated once a swap is agreed on.

How to Select a home to Swap

Home owners needs to be logged into the website

SEARCH SWAP PROPERTY is to the left of the User log in profile (top right hand corner)

All homes (in all areas) are listed – no nightly rate

When selecting a property to swap

Select the date

Search

Swap Request

A request number will be allocated.

Where to I find my Swap Requests

Dashboard

Recent Home Swap Requests

Other home owners requesting to swap with me

My recent Swap Requests

Requests that I have made to swap with other home owners



Swap Communication between owners

Home Owner logged into the website

Homes

My Swap Requests

View: all relevant request information are displayed

Messages:

Write a message to the owner

Owner will be emailed and can respond in the same way

NOTE: Swaps will only be made available if a nightly rate is specified for a booking - even though Swaps do not use nightly rates – in other words – Home bookings has to be active.

[Information about your listing](#)

Home Review – List of all reviews made about your home

Home Booking – List of all the bookings made

Home Swap Request: All Request made by other Owners to swap with yourself

My Swap Requests

All Request you made to Swap with other owners