

MIF Host Family Agreement

The following *Agreement* outlines the terms of the MIF Homestay Program and sets the rules and parameters by which the below named Host/Co-Host and My International Family, LLC (MIF) agree to abide.

Host Family Profile and On-boarding Procedures

1. I/We confirm that the information set forth in my/our *Host Family Profile* is true and correct.
2. I/We understand that I/we are contractually obligated to notify MIF of any changes to the information contained in my/our *Host Family Profile* and the criminal records of all individuals living in the home. These changes include but are not limited to: my/our contact information (address, phone, email, etc.), persons living in the home, additional guests/students accepted during the MIF guest's stay with me/us, changes to employment, pets, home construction or modification, and any changes in background check/criminal activity.
3. I/We understand that a criminal background check is required for all individuals (family members and home occupants) 18 years and older residing in the home to ensure the safety of MIF guests. This is not a credit check or income verification.
 - 3.1. International persons over 18 may submit a scan of their visa to confirm their legal status in the US in lieu of a background check.
4. I/We understand that all persons completing a criminal background check must also submit a non-expired government issued photo ID for name, spelling, and birth date verification purposes.
5. I/We understand that I/we are not obligated to host exclusively through MIF, however, I/we are required to notify my/our Homestay Coordinator a minimum of 2 weeks in advance of the arrival of any additional person(s) who will stay in my/our home longer than 1 week during the MIF guest's stay. This ensures that the guest's agent and/or parent can be notified of the change. Additional persons may include but is not limited to: visiting relatives, homestay guests, room share guests, tenants, and live-in domestic staff.

MIF Guest Placement

6. I/We understand that MIF does not discriminate on the basis of race, color, national origin, religion, sex, disability, or familial status. In addition, all state and local laws prohibiting discrimination will apply.
7. I/We agree to disclose to the Homestay Coordinator, prior to Guest placement, all persons living in the home, any house rules the Guest will be expected to follow, and any new or current dietary restriction(s) of the Host that may affect or restrict the Guest's meals and meal preparation.
8. I/We acknowledge and understand that the completion of a *Host Family Profile* does not confirm the placement of a MIF Guest in my/our home nor does it commit me/us to accepting a MIF Guest in my/our home.
 - 8.1. Guests make Host Family selections based on the information contained in the Host Profile in consideration of their desired location, proximity to school, transportation needs, room preferences, allergies, dietary restrictions, etc.
9. I/We understand that if selected as a Host Family by a MIF Guest, the placement will be confirmed by the Homestay Coordinator in the form of a *Host Contract*.
10. I/We understand that a Guest's stay may be cancelled or delayed even after confirmation due to unexpected or unforeseen circumstances outside of MIF's control.
11. I/We agree to support and comply with the *MIF Host Family Agreement*, *Host Handbook* and the Guest Rules contained therein and will ensure to the best of my/our reasonable ability that all members in the home abide by the rules of the MIF Homestay Program.

Guest Arrival and Homestay

12. I/We understand that I/we are responsible for my/our Guest's introduction and orientation to my/our home which may include, but is not limited to: house rules, phone and internet usage, bathroom usage and times, proper use of laundry machines and kitchen appliances, etc.
 - 12.1. A written copy of specific house rules and appliance user instructions should be provided to the Guest for reference throughout their stay to eliminate confusion or miscommunication.
13. I/We understand that active Wi-Fi access in the home is required when hosting a MIF Guest. Guests must be provided a password for accessing Wi-Fi during their stay.
 - 13.1. Guests are responsible to bring or purchase any personal electronic devices such as cell phone or computer. The Host Family is not expected or obligated to permit use of their personal phone or computer to the Guest.
14. I/We understand that MIF cannot be held responsible for unauthorized phone calls or internet usage by the Guest.
 - 14.1. Host Families are advised against adding the Guest to their cell phone plan as MIF cannot guarantee payment of non-contracted services by the Guest to the Host Family.
15. I/We understand that MIF cannot be held responsible for financial loss or obligations as a result of the Host Family choosing to co-sign on any bank account, loan or financial commitment on behalf of the Guest.
16. I/We understand that MIF cannot be held responsible for lost or misplaced keys by the Guest.
 - 16.1. All homestay Guests must be provided with a key to the home so Guests can enter and exit as needed.
 - 16.2. If a Key Deposit is required, the Host Family is responsible to notify the Homestay Coordinator of this prior to accepting a booking so the Guest may be informed and the deposit amount added to the Contract.

Housing and Meals

17. I/We understand that the Host Family is responsible for providing a furnished single or shared room with a door that closes as booked in the *Host Contract* with sufficient closet or dresser space for the Guest's belongings and free access and use of onsite/in home laundry.
 - 17.1. A desk or table must be provided to the Guest for study purposes either inside the bedroom or outside the room in a quiet environment removed from background activity.
18. I/We understand the Host Family is required to provide the type of meals for the Guest as outlined in the *Host Contract*.
 - 18.1. Of the meals booked, breakfast and lunch are self-service. Dinner should be served family style unless otherwise booked.

Home Environment

19. I/We agree to provide a safe, clean and welcoming environment to support the health and welfare of any MIF Guest during their placement in my/our home. I/We will make a genuine effort to include the Guest in my/our family's daily life and activities.
20. I/We understand that MIF encourages Host Families to invite their Guest(s) to all family activities, including attendance of religious services. It is not permissible for Host Families to force their Guest(s) to attend religious services or participate in religious activities.
21. I/We understand that due to the full immersion nature of the MIF Homestay Program, English must always be the primary language spoken in the home and to the Guest during the Guest's stay.
22. I/We understand that all Host Family homes are required to be local building code compliant and be equipped with a carbon monoxide detector, smoke detector, and a first aid kit.
23. I/We understand that Host Families are responsible to maintain appropriate home insurance and coverage limits against personal accident, third party liability and damages in regards to hosting guests in their home.
 - 23.1. Hosts should review their home owner's insurance policy with a qualified insurance agent to ensure proper coverage limits.
24. I/We understand MIF cannot be held responsible for damage or wear to the Host Family home or property as this is outside of MIF's control.

Contact and Cooperation

25. I/We understand that a Homestay Coordinator will be in contact with my/our family and the MIF Guest throughout the homestay to make certain that both parties are satisfied with the placement.
26. I/We agree to work with the Homestay Coordinator by regularly reporting the Guest's homestay or academic related issues as they arise.
27. I/We understand that MIF shall have final authority in all decisions concerning: Guest's placement, rules and discipline, length and time Guest remains in any home, and Guest's arrival and departure.
28. I/We understand that MIF has the right to remove the Guest from my/our home at any time or to cancel the placement prior to the Guest's arrival.
29. I/We understand that I/we must notify my/our Homestay Coordinator 2 weeks in advance if I/we will be absent from the home or on vacation during the Guest's stay so alternate accommodations can be made in order to house the Guest.
30. I/We understand that if at any time I/we wish to discontinue hosting the Guest, I/we will notify my/our Homestay Coordinator in writing and allow at least 2 weeks for the Guest to be relocated to a new Host Family.
31. I/We understand that only MIF may authorize and perform any Guest move(s) or replacement(s) and I/we may at no time personally remove the Guest from my/our home or bar the Guest re-entry as this constitute a violation of this Agreement and I/we may incur personal liability. In an unlikely event that requires immediate removal of a Guest from the Host's home, MIF will make such a decision expeditiously. Failure to follow established procedure for Guest replacement or removal may result in my/our termination from the MIF program.

Guest Homestay Extensions, Renewals or Repeat Visits

32. MIF's Homestay Program has been specifically created to promote a family atmosphere free from tenant/landlord interactions. Towards this end, I/We understand that Host Families are prohibited from discussing homestay fees or compensation amounts or Contract details with their Guest(s).
 - 32.1. I/We agree to immediately direct all questions related to payments, compensation and Contract details either from my/ourselves or the Guest to the Homestay Coordinator or the MIF home office.
33. I/We understand that all Guests offered to me/us for homestay placement and Guests who are placed in my/our home are contracted through My International Family, LLC for placement with me/us. Initial and any subsequent placement(s) or Guest moves, extension(s), renewal(s), changes to the Contract, or repeat visits of the Guest to my/our home must be negotiated and contracted exclusively through My International Family and never directly with the Guest, the Guest's representative or any other party making arrangements for the Guest, regardless if compensation is or will be received by the Host for the Guest's stay.
34. I/We understand that contracting or attempting to contract or arrange homestay placement directly with a Guest, or representative acting on behalf of the Guest, originally introduced to the Host by MIF or a Guest enrolled in the MIF Homestay Program within the last six (6) months is a direct violation of the terms of this Agreement. MIF reserves the right to seek financial remunerations from the Host equal to the loss of business and damages to the relationship of MIF with the Guest's originating agent or representative should the Host violate this clause and contract with the Guest directly regardless if compensation is or will be received by the Host for the Guest's stay.

Photo Disclaimer

35. MIF reserves the right to use video(s) or photo(s) submitted by the host family and Guest(s) *during the Guest's stay* for use in the Guest's Monthly Reports, in print and/or digital publications and/or advertising that is consistent with the values of MIF.



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Compensation and Taxes

- 36. I/We understand compensation is based on the type of program and services booked by the Guest as outlined in the *Host Contract* provided to me/us for approval and signature.
- 37. I/We understand that MIF cannot compensate me/us for additional services that I/we choose to provide to my/our Guest which are not booked and outlined in the *Host Contract*.
 - 37.1. The Guest is financially responsible for all additional costs outside of the services booked and outlined in the *Host Contract* including but not limited to: medical expenses, uniforms, school books, activity and entrance fees, additional transportation and taxi fare, personal toiletries, cell phone costs, etc.
 - 37.2. If the Host Family requires additional compensation to provide non-booked services, the Host Family must submit a written request for approval to MIF prior to any additional services being provided. These services can include but are not limited to: additional transportation or meals, paid activities, entrance fees, airport transfer, etc. Services provided to the MIF Guest by the Host Family that have not been approved for compensation cannot be paid after the fact.
- 38. I/We understand compensation is not sent to the host in advance of the Guest's arrival. Compensation is direct deposited or checks mailed on the 3rd and 18th of every month for contracted services rendered (i.e. performed or provided).
 - 38.1. Compensation for Guest's stay from the 1st to 15th of each month is direct deposited or mailed on the 18th of each month.
 - 38.2. Compensation for Guest's stay from the 16th to 30th/31st of each month is direct deposited or mailed on the 3rd of the following month.
 - 38.3. Compensation is prorated per payment period and issued for the completed days of your Guests stay during that payment period.
- 39. I/We understand if the Guest's stay is cut short for any reason, compensation will be prorated based on the contracted services rendered. Compensation is not sent to the host in advance of the Guest's arrival.
- 40. I/We understand that I/we are a private contractor and will be paid on a per guest/contract basis and, as such, am not an employee of My International Family, LLC. I/We understand I/we are required to complete and submit to MIF an IRS Form W-9 prior to compensation being issued.
- 41. I/We understand that MIF does not withhold taxes and I/we are responsible for all state, local, and federal taxes associated with payments received from MIF.
- 42. I/We understand that in compliance with US law MIF is required to provide Host Families in the United States with an IRS Form-1099 for compensation amount of \$600.00 and over received in a single calendar year.
- 43. I/We understand that MIF is not a tax advisor and cannot provide tax advice. I/We understand that I/we should contact a qualified tax advisor regarding my/our specific tax questions and hosting related deductible items.

SIGNATURE(S) FOR APPROVAL:

I/We certify that I/we enter into the above *MIF Host Family Agreement* freely of my/our own will and without coercion or force by any party. I/We agree to abide by the above duties and obligations and agree that they will apply for every MIF Guest sent to me/us.

HOST and CO-HOST SIGNATURE(S)	
HOST Printed Name:	
HOST Signature:	
Date:	
CO-HOST Printed Name:	
CO-HOST Signature:	
Date:	

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