



# How to plan a **home+office** **swap**

A step-by-step guide  
to the Swapoffi platform





A home exchange with a different location  
all homes have work space

Swap your home with other digital nomads

**Step 1:**

Click on  
"Find a Swap"

## Swap your home and home office

Swapoffi is a game changer for how people work and travel. Our community of travellers, digital nomads, and remote workers swap homes and home offices, so everyone benefits from a productive and accessible working environment in their dream destinations, without the cost of travel.



📍 Rotterdam, Netherlands

### Maurits's Home Office



1 bedroom



2 people

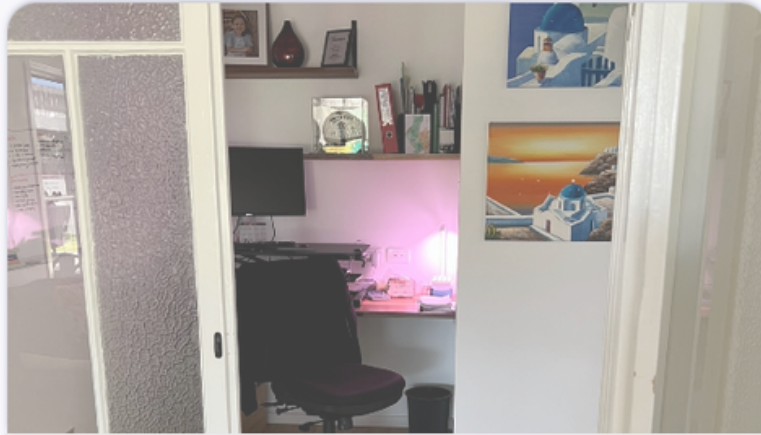


Super fast  
(+100Mbps)



Dedicated  
room

[More Info](#)



📍 Brisbane, Australia

### Sarita's Home Office



1 bedroom



2 people

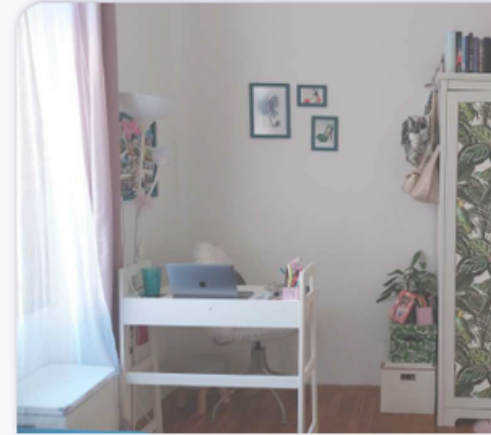


Normal (50)



Dedicated

**Step 2:** Browse homes with offices listed



📍 Budapest, Hungary

### Gina's Home Office



1 bedroom



1 person



Normal



📍 Cork, Ireland

### Liam's Home Office



2 bedrooms



+3 people

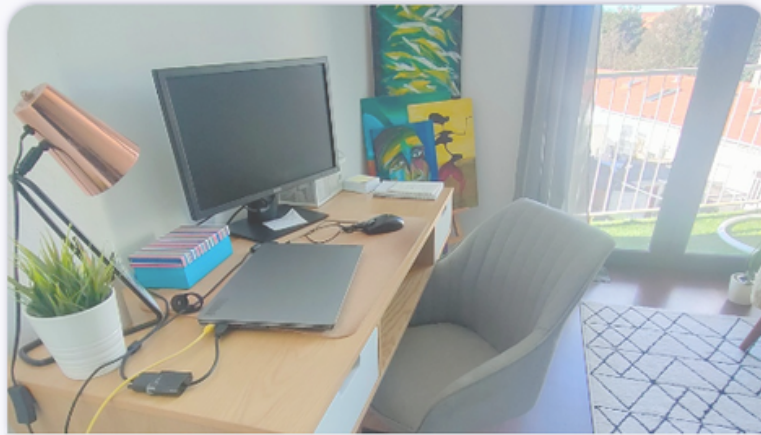


Super fast  
(+100Mbps)



Dedicated  
room

[More Info](#)



📍 Porto, Portugal

### Jennifer's Home Office



2 bedrooms



+3 people



Super fast  
(+100Mbps)



Space in  
another room

[More Info](#)



📍 MONTPELLIER, France

### Adeline's Home Office



1 bedroom



2 people



Super fast  
(+100)

[More Info](#)

[Home Office](#)
[Description](#)
[Swapper Profile](#)
[Reviews](#)
[Calendar](#)


**Step 3:** Check home+office features to make sure they meet your needs

## Features



### My Work Space is a

- Space in another room



### My Office Chair is a

- Basic office chair



### My Wifi Speed is

- Super fast (+100Mbps)



### My Second Work Space is/has



### My Office Desk is

- An office desk



### My Office has a

- Monitor



### My Home has a Second Work Space



### House Amenities

- TV
- Hair Dryer
- Toaster
- Air Conditioner
- Coffee Machine
- Washing Machine

# Jennifer's Home Office

[Request a Swap](#)

People can only request swaps if they are fully verified

## Description

Two bedroom apartment two steps from the metro station (Metro)

## Preferred Swap Locations



## Location

City: Porto

State / County: Porto

Country: Portugal

Home Office

Description

Swapper Profile

Reviews

Calendar

Any Swap

One Way

Two Way

Booked

Not Available

<<

>>

2023 June

2023 July

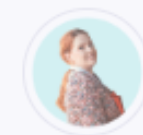
**Step 4:** Check swap availability in the calendar

2023 June							2023 July						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
													1
													8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

2023 August

2023 September

2023 August							2023 September						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30



WS

Calendar

 Not Available

&gt;&gt;

23 September

TH	FR	SA	SU
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

# Sandra's Home Office

[Request a Swap](#)

People can request swap if they are fully verified

## Description

Dedicated Office Room to work like a pro. Double room on 3 floor with lift in a quiet, spacious & bright apt. Your room has a proper double mattress. Fitted with a spacious wardrobe, several electric outlets to charge your devices. A big living room with a king sofa-bed for siestas. Toilet & Kitchen well equipped. You are facing a green quiet area in a friendly neighborhood. FREE Street Parking 15' drive from the center of Salou, Cambrils, Tarragona

## Languages I Can Speak

English, Spanish

## Preferred Swap Locations

**Step 5:**

Request a swap & start a chat with the fellow swapper

ACCOUNT

- Dashboard
- Profile
- Home Office
- Swaps**
- Swappie Credits
- Messages
- Groups
- Swapping
- Sign out

### Swap Requests

From User	Requested At	Swaping From	Swaping To	Days	Swappies	Swaping Type	Action
Sandra	21 Jun 2023	22 Jul 2023	31 Jul 2023	9	855	Two Way Swap <a href="#">View Home-Office</a>	<a href="#">Confirm</a> <a href="#">Decline</a>

### Confirmed Swaps

From User	Requested At	Swaping From	Swaping To	Days	Swappies	Swaping Type
Unfortunately, no confirmed swap request was found.						

### Completed

To User	Requested At	Swaping From	Swaping To	Days	Swappies	Status
Estefania	19 Jun 2023	24 Aug 2023	31 Aug 2023	7	945	<a href="#">Declined</a>
Estefania	19 Jun 2023	23 Jun 2023	30 Jun 2023	7	945	<a href="#">Declined</a>

**Step 6:** Check for swap requests, confirmed swaps and completed swaps



## Chats

ACCOUNT

- [Dashboard](#)
- [Profile](#)
- [Home Office](#)
- [Swaps](#)
- [Swappie Credits](#)
- [Chat](#)
- [Reviews](#)
- [Favourites](#)
- [Billing](#)

[Sign out](#)

**Sandra**

2023-06-21 08:51:24

**Charlie**

2023-06-19 11:57:28

**Sandra**

**One-way Swap**

**From :** 24 Aug 2023  
**To :** 31 Aug 2023  
**Message :** Hello, Your home, workspace and location are for what I'm looking for right now. I would love to explore a swap with you. Are you interested in swapping with me? Please let me know. I am happy to answer any questions you might have. Thank-you!

View Swap Request

Send

**Step 7:** Manage chat requests for you initiated by others

**Swapoffi**

- [What is](#)
- [About](#)
- [Values](#)
- [Team](#)

**Learn More**

- [How It Works](#)
- [Blog](#)
- [FAQs](#)
- [Membership](#)

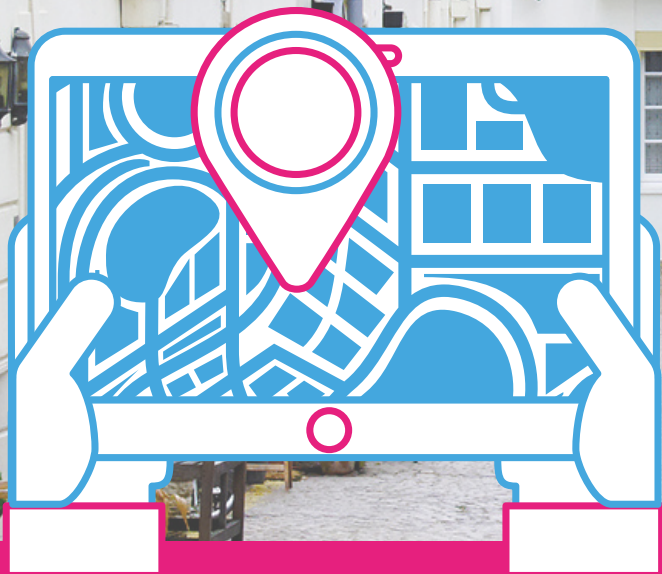
**Community**

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- [Home-Offices](#)
- [Employer Programme](#)

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## Step 8:

Receive address details  
48 hours before  
the scheduled swap



**Step 9:** Have a wonderful home+office swap experience!