

# Roommate Agreement

Living with roommates can be a great experience, especially when you understand each other's needs and expectations. We first recommend you complete the *Compatibility Checklist* to better understand your roommates. Then, fill out this plan with your roommates prior to moving-in to establish individual responsibilities.

## Facts



### Property Information:

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Contact Information (cell): \_\_\_\_\_ (email): \_\_\_\_\_



### Roommate Information:

A) Name: \_\_\_\_\_

Contact Information (cell): \_\_\_\_\_ (email): \_\_\_\_\_

Date of Move-In: \_\_\_\_\_

Any exceptions to 12-month lease? \_\_\_\_\_

B) Name: \_\_\_\_\_

Contact Information (cell): \_\_\_\_\_ (email): \_\_\_\_\_

Date of Move-In: \_\_\_\_\_

Any exceptions to 12-month lease? \_\_\_\_\_

C) Name: \_\_\_\_\_

Contact Information (cell): \_\_\_\_\_ (email): \_\_\_\_\_

Date of Move-In: \_\_\_\_\_

Any exceptions to 12-month lease? \_\_\_\_\_

# Fixed

## Length of Rental Agreement:

Lease: \_\_\_\_\_ months OR month-to-month

## Amount Due:

Total: \$ \_\_\_\_\_ OR Per roommate: \$ \_\_\_\_\_ Due: \_\_\_\_\_<sup>st/nd/rd/th</sup> of each month  
*Rent must be paid collectively by all roommates together.* *Rent must be paid by each roommate directly.*

## Payment Format:

Cheque (post-dated) OR Cheque (written each month)  
 Cash OR Email Money Transfer Other: \_\_\_\_\_

Example: Roommate A will pay \$700 towards monthly rent by cheque to Roommate B. Roommate B will pay \$700 towards monthly rent by cheque to the landlord in the amount of \$1400 (total rent).

- A.** \_\_\_\_\_ will pay \$ \_\_\_\_\_ towards monthly rent by \_\_\_\_\_ to \_\_\_\_\_;  
(Roommate Name) (Amt.) (Payment Format) (Recipient)
- B.** \_\_\_\_\_ will pay \$ \_\_\_\_\_ towards monthly rent by \_\_\_\_\_ to \_\_\_\_\_;  
(Roommate Name) (Amt.) (Payment Format) (Recipient)
- C.** \_\_\_\_\_ will pay \$ \_\_\_\_\_ towards monthly rent by \_\_\_\_\_ to \_\_\_\_\_;  
(Roommate Name) (Amt.) (Payment Format) (Recipient)

- A.** \_\_\_\_\_ paid \$ \_\_\_\_\_ towards first/last month's rent;
- B.** \_\_\_\_\_ paid \$ \_\_\_\_\_ towards first/last month's rent;
- C.** \_\_\_\_\_ paid \$ \_\_\_\_\_ towards first/last month's rent;

	Roommate responsible for set-up/name on the account:	Set-up fee? (If yes, list amount)	How bill will be shared:	Roommate responsible for making the payment:
Hydro				
Water				
Internet				
Other				

RENT

RESPONSIBILITIES

DEPOSIT

UTILITIES

# Flexible

Write out your own policies! Consider our prompts and add your own points regarding what agreements will be made between roommates for each topic.



## Rooms:

*If one room is larger or has better amenities, you may want to negotiate a different rent for each room, or simply choose rooms by flipping a coin.*

We agree to the following bedroom assignment and corresponding rent during our tenancy:

- A. \_\_\_\_\_ for \$ \_\_\_\_\_
- B. \_\_\_\_\_ for \$ \_\_\_\_\_
- C. \_\_\_\_\_ for \$ \_\_\_\_\_



## Cleaning & Chores:

*What is our collective understanding of a 'clean' apartment? How will we allocate cleaning duties for communal areas (e.g. a rotating work-wheel or permanent assignments for specific tasks) and on what schedule? Finding a mutually tolerable level of tidiness is also important. Should personal items be tidied daily? Only food and beverage items? Just spills? When should dishes be washed? What considerations need to be made about sharing laundry facilities? Who is responsible for any mess that a visitor may leave?*

We agree to the following arrangements regarding our responsibilities toward cleaning and household chores during our tenancy.

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## Noise Disturbances:

*What is our collective understanding of 'quiet' in the unit? How will you let each other know if it is too loud? What times and at what level will music/TV/instruments be played? When will headphones be used? During peak times of the year (e.g. midterms, exams, papers, etc.) How will your expectations change? What is our collective understanding of having "lights off"? How will you make sure you're not disturbing each other when people are sleeping (either at night or in the morning)?*

We agree to the following responsibilities to minimize noise and other disturbances during our tenancy.

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**Guests:**

*How do you feel about having guests over? Are all activities of our guests the responsibilities of the host? Should all roommates give consent to having guests (or just for large groups)? How many guests is too many? How will we approach each other if there is concern about guests? How much notice should we give before guests stay overnight? What expectations do we have about guests (e.g. sleeping in common areas, entering our rooms, touching/using our belongings, gender, frequency of visits/overnight stays). Are exceptions made for partners? What about short-term stays from an out-of-town visitor?*

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**Food:**

*Will we share any food items? Should food items be labelled, stored, and consumed only by the individual who purchased them? Will we have any common-use items (e.g. butter, condiments, spices)?*

*We agree to the following arrangements regarding the sharing of food items during our tenancy.*

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**Personal Belongings:**

*This can vary depending on item/use. What (if anything) will be shared? How will we split the use and cost of common-use items (toilet paper, cleaning supplies etc.)? Will personal items be regarded as personal, or household? Should borrowing be dealt with on a case-by-case basis, or can we just borrow each other's items without asking?*

*We agree to the following arrangements regarding sharing common-use items and borrowing personal during our tenancy.*

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**Communication:**

*How can we help each other when we're stressed? What is our system for leaving messages for each other? How should we address issues that arise? How will we communicate when things are going well?*

We agree to the following communication practices during our tenancy.

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**Pets:**

*Will pets be allowed? Specific types of animals only? Will pets be allowed to visit or stay temporarily?*

We agree to the following arrangements regarding pets during our tenancy.

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**Smoking:**

*Is smoking of any substance permitted? Outdoors/balcony only? Are guests allowed to smoke? Are smokers responsible for emptying their own ashtrays?*

We agree to the following arrangements regarding smoking during our tenancy.

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**Subletting (Note: Landlords must approve all subletters)**

*Are we willing to sublet the unit? Will the departing roommate be responsible for finding the subletter? Will remaining roommates have a choice in the subletter? What are deal-breaking factors about the subletter (e.g., non-smoker, same sex as remaining roommates, etc.)? Will subletter have same access and use of the space as the absent tenant (including departing tenant's furnishings)?*

We agree to the following arrangements for subletting this unit during our tenancy.

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**Summer Months:**

*Will all the roommates be staying in the unit over the summer? If not, will there be subletter(s) in the unit? Are there any extended periods of time the unit will be vacant? Consider making arrangements to have a trusted person check-in for safety, mail collection, plant-watering, etc.*

*We agree to the following arrangements regarding our occupancy and unit responsibilities during the summer period, from \_\_\_\_\_, to \_\_\_\_\_.*

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**Additional House Rules:**

*What other information should we know about each other? Any other 'rules' we want to agree on before moving-in? Discuss and list them here.*

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**Term of Agreement:**

*We acknowledge that we have read and agreed to the terms and conditions of this Roommate Agreement, which will remain in effect from \_\_\_\_\_ to \_\_\_\_\_ and apply to all the roommates listed above.*

*Note: The provisions outlined in Ontario's Residential Tenancies Act prevail over any conflicts within this document or the tenancy agreement (lease).*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Day) (Month) (Year)

\_\_\_\_\_  
(Roommate A Signature)

\_\_\_\_\_  
(Roommate B Signature)

\_\_\_\_\_  
(Roommate C Signature)