

Apt/House Roommate Agreement

Each roommate should receive a copy of this agreement. Original will be kept by _____.

Living in an apartment or house is a valuable opportunity for students to learn more about themselves and about how to communicate their needs with others. Living in an apartment requires respect, flexibility and responsibility. This document is to be an agreement to ensure that basic needs and lifestyles have been discussed.

This is a working document. As roommates learn to live with each other, they are encouraged to revisit the agreement and revise it as necessary. You are also encouraged to read the Student Handbook to learn more about the University policies by which you are expected to abide. These policies may have some impact on your apartment/house.

We have signed a lease/rental agreement for _____ (address) on _____ (date). We hope to make certain that responsibilities of renting will be shared equally by all roommates. It is for this reason that we are signing this agreement.

Roommate Information:

Name	Cell Phone #	Emergency Contact Person Info

Deposit:

The roommate(s) have paid a total security deposit of \$ _____.

List amount each roommate has paid:

Name	Amount Paid



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Check one:

- ☐ At the conclusion of the lease, the deposit will be divided evenly. OR
- ☐ At the conclusion of the lease, roommates will bear the full cost of any deduction from the deposit for cleanup costs attributable to him/her individually. Remaining balance of security deposit, not attributed to one individual roommate, will be divided evenly.

Allocation of Rooms and Rent:

There are _____ bedrooms on the premises.

Rent is \$_____ per month.

The tenants will live in the following bedrooms and pay the following rent:

Name	Bedroom	Rent

Payment of Rent

Each roommate shall pay his/her full rent on or before the _____ day of each month. If failure to pay results in a late charge by the landlord, the person(s) paying their rent late will be responsible for all late charges incurred. If a rent check is returned for insufficient funds, that roommate is similarly individually responsible for all resulting charges.

If the landlord requires payment by one check, _____ (designated roommate) shall be responsible for making that payment, and all rental payments to him/her must be made by the _____ day of the month (or by the _____ day of the previous month) to insure timely payment.

Note: If the group sets up a separate house account for payment of rent and bills, individual payments will be deposited into that account and a check will be written to the landlord or creditor from the account for the full amount.

Utilities

The utility bills for the premises include (check all that apply):

- ____ Electric in _____'s name;
- ____ Gas in _____'s name;
- ____ Water and sewer in _____'s name;
- ____ Fuel oil in _____'s name;



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____ Telephone in _____'s name;
____ Television cable in _____'s name;
____ Internet in _____'s name;
____ Other _____ in _____'s name;

All utility costs (including tax) are to be divided equally among the roommates unless provided otherwise below. Payment of each person's share must be made promptly in order to avoid late payment charges. Any roommate(s) whose late payment incurs late payment charges shall pay all such charges. Special provisions:

Cleanliness

How clean is the apartment/house expected to be?

Define your standards for "clean."

How frequently will cleaning occur?

Will you create a cleaning chart? (This document should outline who will sweep, dust, and take out the trash, etc. and how often)

Purchase/Use of possessions:

What items in the apartment/house will be considered "community property" (clothes, TV, radios, computers, personal cell phones, food, etc.)?

How will the apartment/house purchase apartment staples (paper towels, shower curtains, toilet paper, cleaning products, garbage bags, light bulbs, etc.)?

Will you share groceries? If yes, how will costs be split?

Visitation/Environment:

How late will visitors be allowed in the apartment/house?



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How many visitors at one time are permitted and how often can they come?

What is going to be the atmosphere in the apartment/house (quiet for study, social, etc.)?

What is the house policy in regard to pets?

How will the common area (living room) be used?

Will you host parties? What kind of parties (large, small groups of friends, etc.)?

If hosting a party, will you serve alcohol? *(Please discuss, and visit the Student Handbook to learn more about the University's alcohol policy.)*

Sleeping Habits:

What will be the typical bedtime and morning hours for all living in the apartment/house?

What sort of noise is acceptable in the apartment/house when a roommate is sleeping (i.e. TV, music, IM, etc.)?

Security:

When will the apartment/house be locked? *(The Office of Community Standards and Commuter Services strongly encourages you to keep your doors locked at all times)*

TV/Radio/Computer Usage:

If you are watching TV can your roommate listen to music?



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If studying, can you have noise in the background (TV/Radio)?

Phone usage:

If you select to have a land line telephone, how will messages be delivered to roommates?

Communication:

How will you communicate with each other when there is a problem?

Other House Rules:

We have agreed on the above guidelines. Date: _____

Resident's signature

Resident's signature

Resident's signature

Resident's signature

Resident's signature

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*Roommate agreement adapted from models provided by the University of Virginia and Xavier University



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