

# OFF-CAMPUS ROOMMATE GUIDE

Off Campus Life recommends that students complete a roommate agreement the first week they move in together. The contract is designed to give you the opportunity to establish some basic guidelines about the details of your living arrangements. We encourage you to sit down and discuss each section, while remaining as truthful as possible. Be sure to post the written agreement in a prominent place, such as the refrigerator.

## SETTING EXPECTATIONS

No matter how close you are to your roommate(s), you will need to work together to establish and maintain a positive living environment. The most common problems arise when little issues become big ones because they are not addressed early on. Ignoring a problem doesn't make it go away. Identify problems, their causes, and what each roommate can do to solve them. Off Campus Life also recommends face to face communications when issues arise.

## SAMPLE ROOMMATE AGREEMENT

### TERMS

This agreement shall remain in effect from \_\_\_\_\_ to \_\_\_\_\_.

If for any reason a roommate should move out before the date shown, under the lease/rental agreement, the departing roommate will be held responsible until a replacement is found. If a substitute roommate is found, the remaining roommate(s) must approve him/her. The departing roommate should notify the landlord, as well as the other roommates, within 30 days, so that proper arrangements can be made. The roommate who is leaving is still obligated to the landlord by the terms of the lease and is responsible to find a new roommate to be responsible for the duration of the lease/rental agreement.

### RENT

Rent amount for the unit: \$\_\_\_\_\_ Amount each roommate is responsible for: \$\_\_\_\_\_  
Date rent is due each month: \_\_\_\_\_

### DEPOSIT

Roommates have a security deposit of \$\_\_\_\_\_ each, totaling \$\_\_\_\_\_.

Each roommate is responsible for his/her share of the charges associated with damages. If the cause cannot be determined, the roommates will split the cost of the damages equally.

### PETS

If pets are permitted under the lease, each pet owner shall be responsible for any damages caused by his/her pet. This includes damage to furniture, carpeting, blinds, doors, lawn, and garden.

### PERSONAL PROPERTY

All roommates agree to refrain from borrowing roommates' personal items without prior approval. Exceptions to this should be clearly stated, with the roommates reserving the right to change their minds about the sharing of their items and updating this Roommate Agreement. Property that is borrowed will be used respectfully and returned in the same condition. If damage is done to personal property, the roommate responsible for damage will be held liable.

### UTILITIES

- Utilities are included in the rent
- Roommate \_\_\_\_\_ that is responsible for utilities.
- Date \_\_\_\_\_ that roommates will pay responsible roommate for their portion of the utilities.

### KITCHEN CLEANUP

Each roommate agrees to do his/her own dishes as needed. A schedule of kitchen cleanup may be attached. It will include cleaning the refrigerator and oven, mopping the floor, and emptying the trash.

## ADDITIONAL TERMS OF AGREEMENT

In addition to the items above, the following items have been known to cause conflict between roommates. If you foresee any of these as a problem, write out and attach any needed additional agreements. Space is provided for listing other issues needing specific agreements.

Is smoking allowed in the apartment?  **Yes** or  **No**

Is alcohol consumption allowed in the apartment?  **Yes** or  **No**

Are guests allowed to stay in the apartment or house?  **Yes** or  **No**

How long are guests allowed to stay? (length of time) \_\_\_\_\_

How far in advance should you notify your roommates that you will be having a guest? (length of time)  
\_\_\_\_\_

What expectations do you have for guest behaviors (ex: they can't eat shared food, etc.):  
\_\_\_\_\_

Will you share food?  **Yes** or  **No** If you are NOT sharing food items, how will you keep food items separate?  
\_\_\_\_\_

Will you share household items? Select all items that you will share:

- |   |   |
|---|---|
| <input type="checkbox"/> Dishes, glasses,<br>silverware | <input type="checkbox"/> Cleaning supplies      |
| <input type="checkbox"/> Pots & pans                    | <input type="checkbox"/> Vacuum                 |
|   | <input type="checkbox"/> Other household items: |

Will you have quiet hours for studying and sleeping?  **Yes** or  **No**

What will those hours be? \_\_\_\_\_

Will you be sharing a television or gaming system?  **Yes** or  **No**

What will be the AC temperature? \_\_\_\_\_

What will be the heat temperature? \_\_\_\_\_

What will you do to insure the security of your apartment/house (lock doors, close windows, set alarm, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURES OF ROOMMATES

As a participant in this agreement, I realize that I, as well as each of my roommates, have equal rights to the use of the space and facilities in the dwelling, with the exception of the areas we have designated as each one's private space. This agreement is intended to promote harmony between roommates by clarifying the expectations and responsibilities of roommates to each other. Each roommate should sign below and retain an original copy for their records.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |