

# Roommate Agreement Suggestions

Roommates should get together prior to move-in to read, discuss, and complete the agreement. They should discuss their opinions and work out any differences so that a single signed agreement is completed.

Attach a copy of the rental lease agreement and landlord's house rules to the roommate agreement.

Each person living in the rental unit should be included in the agreement and should have a copy of the signed agreement.

## Roommate Agreement

We have signed a lease/rental agreement on this date: \_\_\_/\_\_\_/\_\_\_ for the following address: \_\_\_\_\_.

Responsibilities of renting will be shared equally by all roommates, which is why we are signing this agreement.

### **ROOMMATES**

The roommates living at the above address are:

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### **TERMS**

This agreement shall start on \_\_\_\_\_ and end on \_\_\_\_\_. Under a month-to-month tenancy, each roommate must give the other roommate(s) and landlord thirty days written and/or oral notice in advance, if the roommate will be moving out before the date shown above. The roommate may leave if a substitute roommate is found and is acceptable to the remaining roommate(s) and the landlord. Each roommate will be primarily responsible for his/her own replacement tenant.

Per lease agreement, the departing roommate is responsible for upholding the lease agreement until, and possibly after a replacement or subletter is found.

The landlord should be notified of any pending roommate switch. The departing roommate will be responsible for his/her own original portion of the rent, unless other arrangements are made in a written agreement with the roommate(s) and landlord.

Please have all roommates initial below:

**DEPOSIT**

The roommate(s) have paid a security deposit of \_\_\_\_\_ .

List the amount each roommate has paid:

\_\_\_\_\_  
\_\_\_\_\_

Each roommate is responsible for charges associated with the damages he/she or his/her guest(s) cause. If the cause cannot be determined, then the roommates will split the cost of damages equally.

**RENT**

Each roommate will pay the following rent:

\_\_\_\_\_  
\_\_\_\_\_

Amounts may not be equal. The rent shall be paid on the \_\_\_\_\_ day of each month.

**UTILITIES**

Renters may need to have an account for specific utilities, which will be payed by the tenants, not the landlord. In other situations, some or all of your utilities may be billed through your landlord. Check with your landlord to complete the information below. Specify how each bill will be split among roommates, and who will be paying each bill, or contributing a percentage to the bill.

**Gas & Electricity**

Account in Name of: \_\_\_\_\_

How bill is shared: \_\_\_\_\_

Roommate(s) responsible for payment: \_\_\_\_\_

Account information: \_\_\_\_\_

**Water**

Account in Name of: \_\_\_\_\_

How bill is shared: \_\_\_\_\_

Roommate(s) responsible for payment: \_\_\_\_\_

Account information: \_\_\_\_\_

**TV & WI-FI/Internet**

Account in Name of: \_\_\_\_\_

How bill is shared: \_\_\_\_\_

Roommate(s) responsible for payment: \_\_\_\_\_

Account information: \_\_\_\_\_

**Garbage**

Account in Name of: \_\_\_\_\_

How bill is shared: \_\_\_\_\_

Roommate(s) responsible for payment: \_\_\_\_\_

Account information: \_\_\_\_\_

Please have all roommates initial below:

**Additional Utility Terms or Information:**


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**ADDITIONAL TERMS**

Please fill in your agreement terms. These are potential conflict areas among roommates. If you foresee any other items to be potential issues, please add them on this sheet or attach a separate sheet with the agreement.

**PERSONAL PROPERTY**

Roommates agree to refrain from borrowing roommate's personal items without prior approval. Exceptions should be clearly stated, with the roommates reserving the right to change their mind(s) about sharing personal items. Borrowed items are to be used with respect and returned in the same condition as when they were originally borrowed. If damaged, the roommate responsible for damage will be held liable.

**PETS**

If pets are permitted under the lease, the responsibilities of the pet owner(s) should be listed on the agreement.

**HOUSEHOLD SUPPLIES**

You may want to keep a list of supplies purchased by roommates. This includes things such as paper towels, toilet paper, cleaning fluids, dish detergent, foil, trash bags, scrub brushes, and any other goods needed for the home which will be shared by all roommates. If certain household items are not to be shared, specify below.

**FOOD, GROCERIES, KITCHEN USE AND CLEAN-UP**

Determine whether food expenses will be shared or purchased individually. Also, determine expectations for kitchen clean-up and regular cleaning responsibilities. It's often helpful to make a schedule of cleaning duties.

Please have all roommates initial below:

**MAINTAINING PROPERTY**

Determine an agreement or schedule on the responsibilities of cleaning and maintaining the premises. This includes dusting, vacuuming, emptying trash, mopping/waxing floors, cleaning bathrooms, and yardwork.

**GUESTS**

*Over Night Guests*

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*Behavior of Guests*

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**PARTIES**

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**QUIET HOURS FOR STUDYING AND SLEEP**

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**SHARED AREAS**

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**PARKING**

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Please have all roommates initial below:

**SMOKING / ALCOHOL / DRUGS**

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**DISPUTE RESOLUTION**

Before confronting your roommate with problematic issues, try to identify those issues for yourself. (1) Communicate - Allow other party to speak without interruption, listen actively, and encourage full discussion of the problem. (2) Define the problem - be clear as to why there is a problem for you. (3) Brainstorm together to come up with different solutions. (4) Review and evaluate the solutions you have generated. Be clear about the ways you are willing to compromise and decide on the best solution. (5) Take Action - After settling on the best solution, you must agree on the best method to put it into action. (6) Check back - Agree to meet together in a week or so to check on your plan of action. If problems continue, contact Counseling and Psychological Services (CAPS) office at 843-792-4930 to arrange to meet with a mediator free of charge. All roommates agree to make a good faith effort to discuss/obtain a resolution prior to taking any legal action.

**SIGNATURES OF ROOMMATES**

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_