Utilities: The following services have been arranged and paid for as indicated.

<table>
<thead>
<tr>
<th>Item</th>
<th>Account in Name of</th>
<th>Amount of Deposit</th>
<th>Deposit Paid by</th>
<th>How Bill is Shared</th>
<th>Roommate Responsible for Payment</th>
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<tbody>
<tr>
<td>Gas/Electricity</td>
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<td>Cable TV</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

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 mentioned 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.

- Smoking/Alcohol/Drugs
- Parties/Guests
- Food/Groceries/Household supplies
- Quiet hours for studying and sleeping
- Parking
- Use of sound system
- Compliance with landlord’s rules
- Shared areas
- Overnight guests
- Behavior of guests
- Keys/Locking doors

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.

To be effective, it is not necessary to witness or notarize this agreement. Each roommate should sign below and retain an original copy for their records.

The parties have executed this agreement on (date) ______________________________________________________________________

1. ___________________________________________ ______________________________
2. ___________________________________________ ______________________________
3. _________________ ___________________________ ______________________________
4. ___________________________________________ ______________________________
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. Remember, ignoring a problem doesn’t make it go away. Identify problems, their causes, and what each roommate can do to solve them.

Before you move in, discuss with your roommates what everyone is bringing. Once everyone arrives, organize a group meeting to discuss how things will work. Make sure you have a good idea of everyone’s habits before agreeing to live together. Remember that everyone is going to be different.

Split responsibility for paying the utility bills between the members, this way, no one person is responsible for all of the bills. Communicate with your roommates regularly about what you owe.

You also should talk to your roommates about buying food. Make sure your roommates agree that everyone chips in to buy and share all the food, or you each buy your own food and agree not to eat from each other’s supply.

Talk about how you will divide the housecleaning and set standards. It is important that everyone know exactly what is expected in keeping the living space clean.

Speaking openly about what you expect from each other and about your personal lifestyle habits are important steps that many people have missed.

Sample Roommate Agreement

We have signed a lease/rental agreement for (address of unit to be rented)

on _______________________ (date of agreement to begin).

We hope to make certain that all roommates will equally share all responsibilities of renting. Therefore we have prepared and are willing to sign this document.

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.

The following roommates are included in this agreement:
1. _______________________________________________________

2. _______________________________________________________

3. _______________________________________________________

4. _______________________________________________________

Rent
Rent amount for the unit: $ __________________________ Date rent is due: __________________________

Amount each roommate is responsible for: $ __________________________

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.

The Office of Off Campus Life recommends that students complete a roommate agreement. 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.