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Printable roommate rental agreement

A roommate agreement template, also called a "roommate lease agreement", is a document used for establishing a set of formal and informal rules that tenants sharing a rented apartment, home, or condominium agree to follow for the length of the lease. It is mainly used to reduce the likelihood of disagreements forming over noise, guests, cleaning, utility payments, belongings, and similar topics. The mere act of discussing and completing a roommate agreement is often as important as the contract itself, as many roommates find it difficult to bring-up rules after the first few weeks or months of living together. College (Dorm) Roommate Agreement - specifically designed for students sharing the same university dorm room or apartment. The following states contain state-specific roommate agreements, which were designed to account for each state's unique lease laws. Types (2) Standard Roommate Agreement - used for the majority of roommate living situations. Allows for the establishment of rules, quiet hours, cleaning schedules, guest policies, and much more. Download: PDF | WORD | RTF Utility Roommate Agreement - a roommate agreement with sections that allow rules to be made regarding specific utilities such as internet, cable, security deposits, and general utility bills. Download: PDF What is a Roommate Agreement? A roommate agreement is a document designed to promote structure and harmony within a shared living space. This agreement can be employed to establish guidelines on matters such as guests, chores, utilities, alcohol and drug use, and rent payments. When roommates officially sign the document, outlining their responsibilities for rental payments and/or utilities, it can serve as a legally enforceable instrument. Roommate Agreement FAQ It depends. If 1) the tenants signed and dated the agreement, and 2) the contract contains rules on rent payments and utilities, then the agreement can be legally binding. However, only conditions regarding money can be enforced by a court of law. For example, if a roommate by the name of "Jimmy" keeps inviting his friends over at 1 AM to practice the drums, a court can't force Jimmy to stop playing the drums or find better friends - that's up to the roommates to resolve. Are roommate agreements and leases different? Yes, very much so. Leases structure every detail regarding a rental arrangement and bind the landlord and lessees to a set of conditions that, if broken, can follow severe consequences. Roommate agreements, while serious documents, only apply to the tenants themselves - the landlord does not have to know a roommate agreement even exists during the lease. What should be included in a roommate agreement? Generally, as much detail as possible should be included. Even if it is never referenced again, having as much agreed-upon beforehand can prevent future conflicts from escalating into more serious fights. If all the roommates are on the lease agreement signed with the landlord, including rent payments is not necessary. This also applies to utilities. However, if the original lease does not specify which roommate is to pay what, or it doesn't say utilities and rent is to be split evenly, this should be included on the roommate agreement. What to Include Rent and Security Deposit. Specify each roommate's share of the rent, security deposit, and the due date for payments. Utilities and Bills. Allocate responsibility for various utility and service bills, such as electricity, gas, water, internet, and cable. Lease Duration. Define the start and end dates of the agreement, as well as the procedure for early termination or lease renewal. Household Chores. Establish a weekly or monthly cleaning schedule and designate responsibilities for shared spaces like the kitchen, bathroom, and living room. Quiet Hours. Set guidelines for acceptable noise levels during designated quiet hours to maintain a peaceful living environment. Guests and Visitors.

Living With A Roommate Agreement Form

Communications
Building a good relationship with your roommate is essential to a successful living arrangement. It is important to be open and honest with each other. This includes discussing your expectations, needs, and preferences. The best way to do this is to have a conversation with your roommate before you move in. This conversation should cover the following topics:
• Being honest and open about the living arrangement.
• Discussing your expectations, needs, and preferences.
• Discussing your financial situation and how you will pay for the apartment.
• Discussing your cleaning and maintenance responsibilities.
• Discussing your guest policies and quiet hours.
• Discussing your pet policies.
• Discussing your smoking and drinking policies.
• Discussing your parking and storage needs.
• Discussing your emergency procedures.
• Discussing your dispute resolution process.

Roommate Self Assessment

A Big Thank You
• Thank you for taking the time to fill out this form.
• Thank you for your honesty and openness.
• Thank you for your cooperation and flexibility.
• Thank you for your patience and understanding.
• Thank you for your kindness and generosity.
• Thank you for your hard work and dedication.
• Thank you for your support and encouragement.
• Thank you for your love and compassion.
• Thank you for your faith and hope.
• Thank you for your dreams and aspirations.
• Thank you for your strength and resilience.
• Thank you for your courage and bravery.
• Thank you for your wisdom and insight.
• Thank you for your humor and joy.
• Thank you for your passion and enthusiasm.
• Thank you for your creativity and imagination.
• Thank you for your curiosity and wonder.
• Thank you for your compassion and empathy.
• Thank you for your kindness and gentleness.
• Thank you for your patience and tolerance.
• Thank you for your understanding and forgiveness.
• Thank you for your love and affection.
• Thank you for your presence and support.
• Thank you for your friendship and companionship.
• Thank you for your partnership and teamwork.
• Thank you for your collaboration and cooperation.
• Thank you for your communication and listening.
• Thank you for your respect and appreciation.
• Thank you for your gratitude and thankfulness.
• Thank you for your positivity and optimism.
• Thank you for your confidence and belief.
• Thank you for your faith and trust.
• Thank you for your love and care.
• Thank you for your support and encouragement.
• Thank you for your help and assistance.
• Thank you for your guidance and direction.
• Thank you for your advice and counsel.
• Thank you for your wisdom and insight.
• Thank you for your strength and resilience.
• Thank you for your courage and bravery.
• Thank you for your wisdom and insight.
• Thank you for your strength and resilience.
• Thank you for your courage and bravery.

Even if it is never referenced again, having as much agreed-upon beforehand can prevent future conflicts from escalating into more serious fights. If all the roommates are on the lease agreement signed with the landlord, including rent payments is not necessary. This also applies to utilities. However, if the original lease does not specify which roommate is to pay what, or it doesn't say utilities and rent is to be split evenly, this should be included on the roommate agreement. What to Include Rent and Security Deposit. Specify each roommate's share of the rent, security deposit, and the due date for payments. Utilities and Bills. Allocate responsibility for various utility and service bills, such as electricity, gas, water, internet, and cable. Lease Duration. Define the start and end dates of the agreement, as well as the procedure for early termination or lease renewal. Household Chores. Establish a weekly or monthly cleaning schedule and designate responsibilities for shared spaces like the kitchen, bathroom, and living room. Quiet Hours. Set guidelines for acceptable noise levels during designated quiet hours to maintain a peaceful living environment. Guests and Visitors.

ROOM RENTAL AGREEMENT
SHARED HOUSING

This is a legally binding agreement. It is entered to promote household harmony by clarifying the expectations and responsibilities of the Owner or Principal Tenant (Landlord) and Tenant when they share the same home. The term "Landlord" refers to either Owner or Principal Tenant. Landlord shall provide a copy of this executed (signed) document to the Tenant, as required by law.

Rental Unit Located at:
Address _____ City _____ State _____

Parties
Owner/Principal Tenant (circle) _____ Tenant _____
Name _____ Name _____

Terms
Length of Agreement: Month-to-Month
Either party may cancel or change terms of this agreement upon thirty (30) days WRITTEN notice. The notice period may be lengthened or shortened by mutual WRITTEN agreement, but no less than 7 days.

Rent
Rent is payable monthly on the _____ day of the month, in the amount of \$_____. Rent does not include utilities. If it does not, utility bills will be apportioned as follows:

Leases structure every detail regarding a rental arrangement and bind the landlord and lessees to a set of conditions that, if broken, can follow severe consequences.

NORTH CAROLINA ROOMMATE (ROOM RENTAL) AGREEMENT
(in accordance with the general provisions made within Chapter 42)

This roommate contract is provided for the mutual benefit of roommates and does not constitute legal advice. If you need legal advice, you must contact an attorney.

PARAGRAPH I. THE PREMISES & PARTICIPANTS:

Date _____

Premises: _____ (address)

New Occupant: _____ hereinafter referred to as the "New Tenant"

Owner/Principal Tenant: _____ hereinafter referred to as "Landlord/Principal"

Current Occupant(s)/Roommate(s): _____

This agreement is to last for the same term as our lease agreement, which runs from _____ [start date] to _____ [end date]

- New Tenant understands that they are entering into a legally binding agreement that is enforceable by and between the other roommates and the Landlord/Principal Tenant.
- If the owner of the premises is not living in the shared residence, I understand that this agreement is not enforceable with regard to its owner and will not protect me against any claims that the owner may have against myself or my roommates under our roommate contract.

PARAGRAPH II. RENT:

- The total rent according to the lease agreement is _____ Dollars (\$ _____) per month. The New Tenant agrees to pay _____ Dollars (\$ _____) per month on or before the due date set forth in the lease agreement.

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This also applies to utilities.

VIRGINIA ROOMMATE AGREEMENT

On _____, 20____ (date of agreement) we, the tenants named below, signed a lease agreement for the residential property at the address listed below. By entering into this roommate agreement, we hope to ensure that rental responsibilities will be understood and shared by all roommates as described in this agreement.

This Roommate Agreement (the "agreement") is made by and between _____, the roommates, for the residential property at _____ (property address).

We are entering into this agreement in order to identify the rights and responsibilities of each tenant during the course of the lease agreement.

This agreement runs concurrently with the lease agreement for the residential property, which is effective from _____, 20____ to _____, 20____ (term of master lease).

1. SECURITY DEPOSIT: The total security deposit amount that we paid the landlord for the residence as required by the lease agreement is \$_____. (security deposit in master lease), which was paid to _____ (the name of name of roommate) on _____, 20____ (date of security deposit payment). Individually, we each paid a portion of the security deposit as follows:

_____ (roommate's name)	\$ _____	(amount paid)
_____ (roommate's name)	\$ _____	(amount paid)
_____ (roommate's name)	\$ _____	(amount paid)

Each roommate will receive his/her share of the security deposit if and when the landlord returns it after the lease term ends. Any deductions from the deposit by the landlord shall be withheld from all of the roommates in proportion to the amount of deposit that he/she paid. However, any damage to the residence caused by a particular roommate or roommates shall be charged only to the roommate(s) who caused the damage.

*Please note that this Agreement does not constitute the lease or any other agreement that tenants may have with the landlord. The landlord is not bound by this Agreement unless it is not signed in reliance on this Agreement.

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This also applies to utilities. However, if the original lease does not specify which roommate is to pay what, or it doesn't say utilities and rent is to be split evenly, this should be included on the roommate agreement. What to Include Rent and Security Deposit. Specify each roommate's share of the rent, security deposit, and the due date for payments. Utilities and Bills. Allocate responsibility for various utility and service bills, such as electricity, gas, water, internet, and cable. Lease Duration. Define the start and end dates of the agreement, as well as the procedure for early termination or lease renewal. Household Chores. Establish a weekly or monthly cleaning schedule and designate responsibilities for shared spaces like the kitchen, bathroom, and living room. Quiet Hours. Set guidelines for acceptable noise levels during designated quiet hours to maintain a peaceful living environment. Guests and Visitors.

Roommate Agreement

This agreement is made by and among the roommates named herein who have signed a lease for a shared dwelling unit that makes the roommates jointly and severally liable for all terms of the contract.

Execution of this roommate agreement does not alter the joint and several liability of the tenants under the rental contract with the landlord. However, it may be used if a dispute among the roommates arises.

Address of Rental Unit _____

Term of Lease _____ to _____

Name of	Rent per month	Security Deposit	Bedroom to be Occupied
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	

If roommates will switch bedrooms or pay different amounts of rent at any point, those changes should be noted above. Any roommate who does not pay any or all of the amount of rent listed above shall be liable to the landlord or to any roommates who pay any amount due for the defaulting roommate.

Security Deposit
A security deposit has been paid by each roommate in the amount listed above. The roommates will divide the refund of the security deposit according to the amount each tenant originally paid as listed in this agreement. When a specific roommate is clearly responsible for fees and damages to the premises—including late fees, repairs and cleaning costs—that roommate will pay full fees and damages. The roommates agree to share equally in the cost of all other fees and damages charged.

Utility Bills
The utility bill will be in _____'s name.
The bill will be divided (strike one) evenly/as follows (for example, because one roommate has an air conditioner or a personal refrigerator): _____

Utility late charges will be paid by _____

Phone Bills
The phone bill will be in _____'s name.
The local phone bill will be divided (strike one) evenly/as follows: _____

The long distance bill will be divided (strike one) evenly/according to who made the calls.
Phone late charges will be paid by _____

Even if it is never referenced again, having as much agreed-upon beforehand can prevent future conflicts from escalating into more serious fights. If all the roommates are on the lease agreement signed with the landlord, including rent payments is not necessary. This also applies to utilities. However, if the original lease does not specify which roommate is to pay what, or it doesn't say utilities and rent is to be split evenly, this should be included on the roommate agreement. What to Include Rent and Security Deposit. Specify each roommate's share of the rent, security deposit, and the due date for payments. Utilities and Bills. Allocate responsibility for various utility and service bills, such as electricity, gas, water, internet, and cable. Lease Duration. Define the start and end dates of the agreement, as well as the procedure for early termination or lease renewal. Household Chores. Establish a weekly or monthly cleaning schedule and designate responsibilities for shared spaces like the kitchen, bathroom, and living room. Quiet Hours. Set guidelines for acceptable noise levels during designated quiet hours to maintain a peaceful living environment. Guests and Visitors. Outline policies regarding overnight guests, the frequency of visitors, and any restrictions on gatherings or parties. Shared Expenses. Determine how to handle shared household expenses, such as groceries, cleaning supplies, and maintenance costs. Personal Property. Clarify the rules surrounding using and caring for each roommate's personal belongings. Conflict Resolution. Establish a process for addressing disagreements and resolving disputes among roommates. Modifications to the Agreement. Detail the procedure for amending the agreement, if necessary, and obtaining consent from all roommates. Move-out Procedure. Specify expectations for moving out, such as providing advance notice, finding a replacement, and handling the return of security deposits. A roommate agreement, otherwise known as a room rental agreement is a contract used between co-tenants in an apartment, house, dorm room, or any other type of shared living space. This agreement outlines rules and obligations that co-tenants must uphold. Although most of the mandates in a roommate agreement are not legally binding, the financial responsibilities addressed in a roommate agreement can be. It is important to note that a lease or rental agreement isn't the same contract as a roommate agreement, but they can overlap in some respects.

Let's take a closer look at the difference between a lease/rental agreement and a roommate agreement. Lease/Rental Agreement. A legally binding agreement that is signed with the landlord and tenants. It secures a tenancy for a certain amount of time and all tenants must abide by the rental/lease agreement or face termination. Not all co-tenants need to be added to lease or rental agreement, although it is common for each tenant that is financially responsible for the property's rent and utilities to be listed on the agreement. Roommate Agreement. An agreement signed in addition to the lease or rental agreement and is signed among roommates. All roommates should sign and review this supplementary agreement as it establishes rules and obligations between the co-tenants. Obligations and rules may include: Rent. How co-tenants plan to divide the monthly obligations owed to the landlord. Food and Utilities. How co-tenants plan to divide additional monthly expenses. Cleaning/Chores. How co-tenants plan to divide and clear of garbage. Moving Out. Informs co-tenants of the notice period they must provide before they move out. Overnight Guests. Set rules between co-tenants if overnight guests are allowed. Benefits of Using a Roommate Agreement There are many benefits to using a Roommate Agreement, let's take a closer look: Sets rules to avoid violations and non-compliance. Outlines a division of the living space. Provides guidance on house rules which can include food, supplies, cleaning, quiet hours, and overnight guests so there are fewer conflicts and disputes. It can be used as a guideline of the financial obligations each roommate must uphold. This can include monthly rent, how much each roommate pays for each utility, and the individual contribution that was paid for a security deposit. A written document that could be admissible in court. How to Write a Roommate Agreement Below are instructions on how to write a roommate agreement. I. INTRODUCTION. 1. Insert the date the Roommate Agreement is executed. 2. Add the names of each roommate that will enter into this agreement. 3. Insert the rental unit's full address. II. LEASE. 4. Include the date the lease will begin. 5. Write the date the lease ends along with the landlord's full name. 6. Insert the amount of the security deposit. III. TERM. 7. Enter the date the roommate agreement begins and ends. IV. SECURITY DEPOSIT. 8. Insert the security deposit amount. 9. Add the names of each roommate and provide the security deposit amount each tenant provided. 10. Check this box if the co-tenants will receive shares of the security deposit when the same is returned by the landlord upon the termination of the lease. 11. Mark this box if the co-tenants know that the security deposit is not demandable until the lease is terminated, except if a new co-tenant replaces another co-tenant who has opted to leave before the end of the term of the roommate lease agreement. 12. Check this box if a co-tenant's security deposit share will be returned before the termination of the lease or the roommate lease agreement and that the unpaid share of the rent, repairs, cost of repair damage to furniture, or reasonable costs incurred in finding a new co-tenant can be deducted. 13. If there is other information, write it here. V. RENT. 14. Insert the rent payment that is due every month. Include the date it is due each month. 15. Add the person or company to where rent payments should be made to. 16. Mark this box if rent will be shared equally. State the amount that each person owes. 17. Check this box if each tenant will be pay a different amount. Provide each co-tenant's name and the amount they will pay per month. 18. List other information here. VI. UTILITIES. 19. Check this box if each roommate will share the cost of the utilities and list the co-tenants' names. 20. Mark this box if the co-tenants will pay their share of the utility cost. Insert the amount of days the payment needs to be made before it's due. 21. Check this box if one person is responsible for getting the payments to the utility companies. 22. Mark this box if there is other information. VII. VIOLATIONS OF THE AGREEMENT. 23. If a co-tenant is in violation of the lease, indicate how many instances of repeated violations they have before their agreement terminates. VIII. LEAVING BEFORE THE CONTRACT ENDS. 24. Write how many days' notice a co-tenant has if they want to leave and end their part of the agreement. IX. HOUSE RULES. 25. Mark this box if the co-tenants will be responsible for their own food and supplies. 26. Check this box if the co-tenants will equally share the cost of food and supplies. Indicate the items that will be shared. X. CLEANING. 27. Mark this box if the co-tenants agree to keep the dwelling unit and their bedrooms clean and in a sanitary condition. List any chores that will be rotated on a weekly basis. If you do not agree with this, do not mark this box. XI. GUESTS. 28. Write how many overnight guests are allowed at one time. 29. Indicate how many consecutive nights the guests) are allowed to stay. 30. Write how many nights in any given month the overnight guests can stay. XII. OTHER. 31. If there is other information to provide, list it here. XII. BEDROOM. 32. Specify the co-tenant and their bedrooms. Write the name of each co-tenant and which room they will reside in. XIV. GOVERNING LAW. 33. Indicate the state where this agreement is applicable by law. XV. AUTHORIZATION. 34. Insert the date this agreement was executed by the co-tenants. 35. Add the signature and printed name of each co-tenant. XVI. LANDLORD'S CONSENT TO ROOM RENTAL AGREEMENT. 36. Insert the date that this consent was made. Write out the landlord's full name and address. 37. Write the lease date and co-tenants' names. 38. Add the property address of the rental unit. 39. Insert the date that the Room Rental Agreement was entered into. 40. Add the co-tenants' names. 41. Include the signature of the landlord, printed name and the date that it was signed. Violations of Roommate Agreement Rules A Roommate Agreement should include how to deal with disputes. Laying out the rules and obligations in the contract will decrease the chance of future disputes. Let's take a closer look at some issues that might come up: Unpaid Rent Landlords typically include a lease clause stating that all the co-tenants are "jointly and severally" responsible for paying rent. If one of the roommates does not pay their share of the rent, the other roommate(s) are held responsible. The original lease agreement made with the landlord takes precedence over agreements made among roommates; however, the financial responsibilities outlined in a roommate agreement can be legally binding. A judge might enforce all of the financial agreements in a roommate agreement, including the rent and utility payments. Uncleanliness and Not Upkeeping the Task of Chores When signing a roommate agreement, cleaning tasks and other chores expectations should be clearly outlined. Any shared tasks for common areas (i.e., taking out the trash, cleaning the kitchen, etc.) should be reviewed and agreed upon by the co-tenants. If a co-tenant does not uphold their responsibilities, they can be in non-compliance with the Roommate Agreement. If there are repeated violations, the co-tenants can terminate the Roommate Agreement and ask the roommate to vacate the dwelling unit. Damage to the Property The Roommate Agreement should outline how many repeated violations a roommate can commit before their agreement shall terminate. It's important to note that landlords can legally hold all the roommates responsible under the original lease agreement for the negative actions of one roommate. A landlord can terminate tenancy for all roommates if there is a legal reason and proper notice is given. A landlord can choose if they want to hold all tenants equally liable for lease violations or if they only want to penalize the roommate in violation. Ultimately, it is up to the landlord and how they want to handle the situation. A Roommate Agreement is a contract between tenants living in the same home that outlines shared expenses and house rules. Unlike a lease agreement, no landlord is involved in a roommate agreement. By signing this agreement, tenants agree to abide by the rules and pay their rent, utilities, and other expenses on time. If roommates want to move out and sublet their rooms, they can talk to other housemates about using a sublease agreement for a new roommate. Table of Contents What is a Roommate Agreement? A roommate agreement is a legally binding document that roommates can use to enforce financial obligations (like if another roommate doesn't pay rent). But, it is less likely that roommates can legally enforce the other aspects of the agreement (such as chores). Try approaching a roommate situation to go the extra mile to make sure everything is clear, and remember — house rules can be as strict or flexible as you want them to be. What Should a Roommate Agreement Include? You should include the following in your roommate agreement: Expense breakdown Every roommate agreement needs a breakdown of each tenant's contribution toward shared expenses, including rent, security deposit, utilities, and shared supplies/groceries. Shared and private rooms Indicate which parts of the house are common areas and which rooms are private to one or more tenants. Guests and parties Roommates should unanimously decide what situations having guests over needs prior approval from other roommates. Set limits on how frequently roommates can have visitors and set guidelines for parties and larger groups of guests. Pets If your lease allows, consider whether you are okay with having a pet, even if none of your housemates currently have plans to get one. Specify in writing what will happen if the pet owner is out of town or the pet causes any damage to the property. Chores Roommates should all contribute to regular maintenance and deep cleaning for shared areas like the kitchen, bathroom, and living space. We recommend creating a rotating schedule for daily, weekly, and monthly chores. Quiet hours Communicating each tenant's schedule is good so roommates can respect each other's rest or study routines. Designate quiet hours (for example, between 12 AM and 7 AM) where roommates agree to make little noise. Early move-out One of the biggest concerns of sharing a lease with roommates is what will happen if a roommate moves out before the lease ends. Generally, if roommates move out early, they are still required to pay their portion of the rent. But, some leases allow a tenant to sublet their room or find someone to take over their spot on the lease. Include any guidelines for early move-out in your roommate agreement so tenants know what options they have if their situation requires them to move out early. Sharing/borrowing items To prevent one of the most common disagreements among roommates, ensure everyone is on the same page about if/when it is acceptable to borrow another tenant's belongings. Also, consider how these rules apply to shared items like cooking supplies. Any other house rules agreed upon by roommates It is impossible to prepare for every situation. Still, you might want to consider potential argument-starters like the ideal temperature for the house, shared parking space, or shower times. If necessary, write down any extra stipulations after all roommates agree. You may encounter disagreements over situations not covered in your roommate agreement, so be prepared to add to the house rules in the future. Why Do I Need a Roommate Agreement? Roommate agreements prevent disagreements among housemates, whether renters move in with strangers or close friends. Many universities require students on campus to fill out a dorm roommate agreement. In the beginning, getting a set of roommate rules on paper goes a long way in preventing disputes and keeping roommate relationships amicable. Creating a written roommate agreement may feel unnecessary if you move in with friends. However, conflicts often arise because each person has unspoken expectations for how the roommates should do things. Steps to Create a Roommate Agreement Writing a good roommate agreement is essential in preventing conflict among roommates. Step 1: Download a free roommate agreement template Please fill it out through our document builder or download the free PDF/DOC forms and have each house member fill in their information. Alternatively, use our easy document builder for step-by-step assistance in creating your roommate agreement. Step 2: Sit down with roommates and discuss house rules Using the template as a guide, discuss the terms of your roommate agreement with your housemates. Do not rush through, especially if there is an issue your roommates disagree on. It is better to pause and return to the agreement later than to hastily set a rule that not all roommates are happy about. Step 3: Complete and sign the document Once housemates have agreed to all terms, sign and date the document together. Make sure you discuss how to communicate about issues in the future. And remember, you can always revise the contract with another written agreement if needed. How to Write a Roommate Agreement Before you fill out your roommate agreement, note the state you are contracting in. Step 1 - Write the Effective Date and Roommate Names 1. Effective Date of Agreement. Provide the effective date of the roommate agreement. 2. Roommate Names. Fill in the full name of each roommate in the residence. Step 2 - Enter Purpose Details 3. Property Address. Write the street (physical) address of the property being shared. Include any unit or apartment number, if applicable. 4. Term Length. This is the term or length of the lease for the property the roommates are sharing. Provide the lease's start date, the end date (if a standard fixed-term lease), or language that states the lease continues month-to-month. 5. Landlord Name and Date of Agreement. Enter the landlord's full name and the date of the lease agreement that the landlord entered into with one of the roommates. Step 3 - Describe Rent Details 6. Roommate Name and Amount of Rent. Fill in the full name of each roommate and the amount of rent the roommate is responsible for. 7. Rent Due Date. State the day the rent is due (i.e., the 5th day of the month). 8. Common Areas. Select the common areas (shared living space) each roommate can access. You can write in any other place, not on the list. Step 4 - Note Security Deposit Details 9. Roommate Name and Security Deposit Amount. Provide the full name of each roommate and the amount of security deposit the roommate is responsible for. Step 5 - Select Utilities 10. Shared Utilities. Choose the utilities that the roommates will equally share. You can write any other utilities not on the list. Also, you may include additional details regarding the payment division (e.g., Jane Smith will solely be responsible for electricity). Step 6 - Enter Condition and Maintenance Details 11. Maintenance Responsibilities. Select the cleaning and maintenance items the roommates will share responsibility for. You can write any other things not on the list. 12. Maintenance Schedule. Provide the schedule that the roommates will follow for cleaning and maintaining the shared living space (e.g., weekly basis, on Saturdays, alternate between roommates every other week). Step 7 - Choose Pet Option 13. Pets. Specify whether or not the roommates may have pets on the property. Step 8 - Pick the Smoking Option 14. Smoking. Choose whether or not smoking is prohibited on the premises or allowed with the consent of other roommates. Step 9 - Choose the Alcohol Option 15. Alcohol. State whether or not roommates may consume and store alcohol on the property. Step 10 - Specify Firearms Policy 16. Firearms. Choose whether or not roommates may possess firearms on the property. Step 11 - Address Personal Property 17. Personal Property. Check this box if roommates agree not to borrow personal property from any other roommate without approval. Step 12 - Enter Quiet Hours 18. Quiet Hours. Note whether or not you want to include quiet hours. If yes, provide the start and end times and the days of the week. Step 13 - Fill in Guest and Parties Details 19. Guests and Parties. Specify whether or not you want to restrict each roommate to one overnight guest at a time unless all other roommates agree. Also, you can choose the maximum number of nights a guest may stay per week without permission from all other roommates. Specify the number of guests allowed at a party before a roommate needs approval from the other roommates. Step 14 - Address Mediation 20. Mediation. State whether or not you want to include a provision on dispute resolution. If yes, the roommates agree to resolve disputes through mediation first. Step 15 - Note Governing Law 21. State Law. Fill in the state's laws that will govern the construction of the roommate agreement. Step 16 - Write Additional Provisions 22. Additional Provisions. You can write any additional provisions here (e.g., use of storage or parking space). Roommate Agreement Sample Use this roommate agreement when housemates will be signing the original lease. Use this roommate agreement when housemates will not be signing the original lease. Roommate Agreement Example