

# SAMPLE ROOMMATE AGREEMENT

*This is only a sample agreement. Changes to the document can and should be made to fit individual needs.*

On [month/day], [year], we, the roommates named below, signed a lease agreement for the residential property at the [address of unit rented]. 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.

## Terms

This Roommate Agreement runs concurrently with the lease agreement for the residential property, which is effective from [month/day], [year], to [month/day], [year]. 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 for their portion of the rent until a replacement is found. If a substitute roommate is found, the remaining roommates(s) must approve of him/her. The departing roommate should notify the landlord, as well as the other roommate(s), within 30 days, so that the proper arrangements can be made. The roommate who is leaving is still obligated to the landlord in terms of the lease and is accountable to find a new roommate to be responsible for the duration of the lease/rental agreement. This Roommate Agreement is made by and between the roommates listed below for the residential property at: [address]. We are entering into this Agreement in order to identify the rights and responsibilities of each roommate during the lease agreement. The following roommates are included in this agreement:

[roommate name]  
[roommate name]  
[roommate name]  
[roommate name]

## Rent

Under the terms of the lease agreement, the total rental amount due each month to the landlord is [\$[total amount]]. Each roommate shall pay the following amount:

[roommate name]  
[roommate name]  
[roommate name]  
[roommate name]

The rent is due on the [day rent is due (i.e. "twenty-second")] day of each month. The rent must be paid in the form of [indicate form, e.g., "cash/check/cashier's check"] to [ex: "landlord" or name of roommate]. All roommates must have rent ready by [date], then one roommate will deliver the check on behalf of all the tenants.

## Security Deposit

The total security deposit amount that was paid the landlord for the residence as required by the lease agreement is \$[total amount], which was paid to ["the landlord" or name of roommate] on [month/day, [year]]. Roommates have an equally-split security deposit of \$[total amount/amount of roommates] each. Each roommate will receive his/her share of the security deposit if and when the landlord returns it after the lease term ends. Any deduction(s) from the deposit by the landlord shall be withheld from all 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.

## Pets

If pets are permitted under the lease, each pet owner shall be responsible for any damages caused by his/her pet. The pet is prohibited from [room] areas of the apartment, and [person] will be responsible for cleaning up after the pet.

## Household Supplies

A single ledger (with item description, cost, and date of purchase) will be kept listing all household supplies purchased by each roommate. The supplies may include such things as paper towels, toilet paper, cleaning fluids, dish detergent, foil, plastic trash bags, scrub brushes, and any other goods needed for the home which will be shared by all roommates. The purchaser of household supplies will be entitled to reimbursement from the other roommates. Suggestion: Make it digital and easily accessible to all roommates.

## Kitchen Use and Clean-Up, Food and Grocery Shopping *(check one)*

- Meals will be cooked communally.
- Food will be purchased by each roommate individually.

If groceries are bought for the usage of more than one roommate, then the cost will be split evenly by those roommates. Preparation of meals shall be determined by an attached schedule or food is to be bought by each roommate if so desired. There will be no borrowing of food and no sharing of food unless given permission to do so.

Each roommate will have ["separate" if available] storage space for his/her groceries. Roommates may choose to share in meal preparation and clean up. Each roommate will clean up the kitchen after his/her use and agrees to do his/her own dishes. A schedule of kitchen clean-up may be attached.

## Personal Property

All tenants agree to not use or borrow other roommates' personal item(s) without the approval of the roommate who owns the property. Any exception(s) to this rule will be clearly stated and agreed upon, and the roommate who owns the property retains the right to change his/her mind about sharing his/her property. Any personal property that is borrowed will be used respectfully and returned in the same condition. If any damage is done to a roommate's personal property, the roommate(s) responsible for causing the damage will compensate the roommate who owns the personal property for his/her loss.

## Cleaning

Each roommate agrees to share the responsibilities of cleaning and maintaining the residence, which may include dusting, vacuuming, emptying trash, mopping/sweeping floors, cleaning bathrooms, and other duties. It is suggested that a separate cleaning schedule is made and attached to this agreement.

## Cleaning Schedule *(check one)*

- Each roommate agrees to the attached cleaning schedule (attach cleaning schedule). The schedule indicates when each roommate will complete his/her assigned cleaning and maintenance duties.
- All roommates will work together "at a designated time" to clean/maintain the residence.

**Additional Terms of Agreement** *(In addition to the terms mentioned above, the following items have been known to occasionally cause conflict between roommates. If any of the following might become an issue, present a problem, write out any needed additional agreements and attach.)*

- Shared areas
- Quiet hours for studying and sleeping
- General sleeping time
- Overnight guests
- Cleanup after parties/guests
- Behavior of guests
- Keys/locking doors
- Sound system use
- Security of apartment
- Smoking/alcohol/drugs

## Utilities

The following services have been arranged and paid for as follows:

Item	Account under Name	Amount of Deposit	Deposit Paid By	How Bill Shared	Name Roommates Responsible for payment
Gas					
Water					
Electricity					
Garbage					
Phone					
Internet					
Other					

## Roommate Signatures

This Agreement represents the complete and final understanding of the roommates' intent. All preliminary discussions and negotiations by the roommates are merged into and superseded by this Agreement. Any modification to this Agreement must be in writing, signed by all roommates.     [Name]     will be responsible for settling all disputes in the agreement above.

We, the undersigned, agree to the above terms on     [date]    .

    [Name]         [Date]    

    [Name]         [Date]    

    [Name]         [Date]    

    [Name]         [Date]    

    [Name]         [Date]    

