



Off-Campus Roommate Agreement Template

Basic Rental Information:

- Roommates living in the property:

- The Property Owner is:
- Property Owner's phone number:
- Property Owner's emergency maintenance number:
- Property Owner's email:
- The lease term is from _____ to _____.
- The total monthly rent is \$_____.
- Each roommate agrees to pay \$_____ per month.
- Rent is due on the _____ day of the month. Check which below applies:
 - Rent is paid individually by each roommate. Each roommate is responsible for keeping a receipt for their rent.
 - Rent is paid by one check to the Property Owner. _____ is the Tenant Bookkeeper. The Tenant Bookkeeper will collect all checks from the roommates and deposit them into (choose which) the Tenant Bookkeeper's account or a separate checking account opened for all Tenants. The Tenant Bookkeeper will deliver one check for the entire rent to the Property Owner. Roommates must give their checks to the Tenant Bookkeeper at least _____ days before the rent is due.



Communication Expectations:

What means of communication will be used when a challenge arises?	
How soon after a problem occurs do we want to address the challenge?	
Is there a location we would like to meet to discuss challenges?	
What is your expectation of being approached with an issue?	
Who will communicate with the property owner?	

Guest Expectations:

How will we go about gaining permission to have a guest?	
How will we handle guest visitation when one person is not comfortable?	
If a roommate is away, is there any openness to a guest using a bed?	
How many guests are allowed to be over at once?	
What personal items and appliances are guests allowed to use while visiting?	
Any additional boundaries/rules for guests when they visit:	

Cleaning Schedules and Expectations:

Discuss cleaning tasks for all roommates.	
How often will each cleaning task listed above be conducted?	
What are expectations around dishes being put in the sink and how soon they are cleaned?	
Will dishes be cleaned individually or in another way?	

Personal and Shared Item Expectations:

What items will be bought together and shared among the whole group?	
Are there any items one person paid for that the whole group may use?	
Discuss the expectations for how shared personal items should be treated and where to put them when finished.	

Noise Expectations:

Is there a time when roommates will agree to partake in quieter activities on <u>weeknights</u> ?	
Is there a time when roommates will agree to partake in quieter activities during the <u>weekend</u> ?	



Additional Expectations:

Below, include any other roommate expectations or boundaries not explicitly discussed in the form:

Roommate Signatures:
