

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.

- | | | |
|--|---|---|
| <input type="checkbox"/> Smoking/Alcohol/Drugs | <input type="checkbox"/> Parking | <input type="checkbox"/> Overnight guests |
| <input type="checkbox"/> Parties/Guests | <input type="checkbox"/> Use of sound system | <input type="checkbox"/> Behavior of guests |
| <input type="checkbox"/> Food/Groceries/Household supplies | <input type="checkbox"/> Compliance with landlord's rules | <input type="checkbox"/> Keys/Locking doors |
| <input type="checkbox"/> Quiet hours for studying and sleeping | <input type="checkbox"/> Shared areas | _____ |
| _____ | _____ | _____ |

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

| Item | Account in Name of | Amount of Deposit | Deposit Paid by | How Bill is Shared | Roommate Responsible for Payment |
|-----------------|--------------------|-------------------|-----------------|--------------------|----------------------------------|
| Gas/Electricity | | | | | |
| Water | | | | | |
| Trash | | | | | |
| Cable TV | | | | | |
| Internet | | | | | |
| Other | | | | | |

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) _____

Resident's signature and date _____

Resident's signature and date _____

Resident's signature and date _____

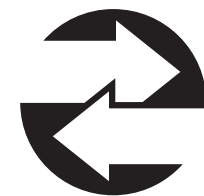
Resident's signature and date _____

Resident's signature and date _____

The Office of Off-Campus and Commuter Services provides this agreement for the mutual benefit of roommates. The University assumes no responsibility for this form.



Off-Campus ROOMMATE GUIDE



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Many people believe that if they get along well as friends, they will get along well as roommates. Unfortunately, this is not always the case. That's why the Office of Off-Campus and Commuter Services 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. Put any agreement you reach in writing and post it in a prominent place, such as on the refrigerator.

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 (e.g. sleeping, studying, and cleanliness) 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. (For example, you do not want your electricity turned off because someone forgot to pay a bill.)

You also should talk to your roommates about buying food. Make sure your house members agree on one of the following options: either 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. (For example, you do not want to spend \$50 on food, and then discover someone else has eaten it.)

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 skip, especially when friends are living together.

When Conflicts Arise

At some point, you and your roommate(s) are bound to run into a problem. Conflicts often arise when one person feels that for his or her needs or goals to be met, the other person's needs must go unmet. In most cases, the conflict can be resolved when both points of view can be heard and a solution for the needs and goals of all parties involved can be reached.

The largest conflicts are often rooted in habits that have become intolerable or are the result of poor communication. This is why it is vital to discuss your expectations early on. When conflicts do arise, it's important to discuss the problem as soon as it occurs. It's much easier to resolve conflicts before they grow and turn into resentment. You should all be willing to compromise to create a livable solution, if not an ideal one.

Tips for De-Escalating a Conflict

- Speak slowly and softly.
- Take a breath if you need one.
- Affirm and acknowledge the position of others.
- Be respectful. Curb the urge to insult.
- Apologize if you're wrong.
- Be willing to accept an apology.
- Try not to involve others.
- Don't argue in front of others.
- Choose an appropriate time and place to talk.
- Be patient. Don't interrupt. Don't walk away.
- Control your temper.
- Ask questions. It shows you care.
- Focus on what the person is saying, not on what you're going to say next.
- Remove distractions. Don't doodle, shuffle papers, or answer the phone.
- Compromise. Don't be stubborn.
- Learn to forgive, forget, and start over. Everyone says things they don't mean sometimes.



On-Campus Resources

Conflict is difficult, and you may find that you need a neutral third party to help you along the way. Try to talk to your roommate first. If you're not making progress, consult the Office of Off-Campus and Commuter Services for assistance.

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. _____
5. _____

Rent

Rent amount for the unit: \$ _____ Amount each roommate is responsible for: \$ _____

Date rent is due: _____

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.

Household Supplies

A single ledger will be kept of all supplies purchased by each roommate. Supplies 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 that will be shared by all roommates.

Food and Grocery Shopping

- Food expenses shall be shared by all roommates. Preparation of meals shall be determined by an attached schedule, which can be flexible.

OR

- Food is to be bought by each roommate. There is to be no borrowing of food without prior approval. A separate space will be provided for each person's groceries. Shared meal preparation and cleanup is optional.

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.

Cleaning

All roommates agree to share the responsibilities of cleaning and maintenance of the premises. This includes dusting, vacuuming, emptying trash, mopping floors, and cleaning bathrooms.

- The roommates have decided to develop a schedule, which is attached. It states when each roommate will complete the cleaning and maintenance jobs.

OR

- The roommates will work together at a designated time to complete the above tasks.