How to Write a Roommate Agreement

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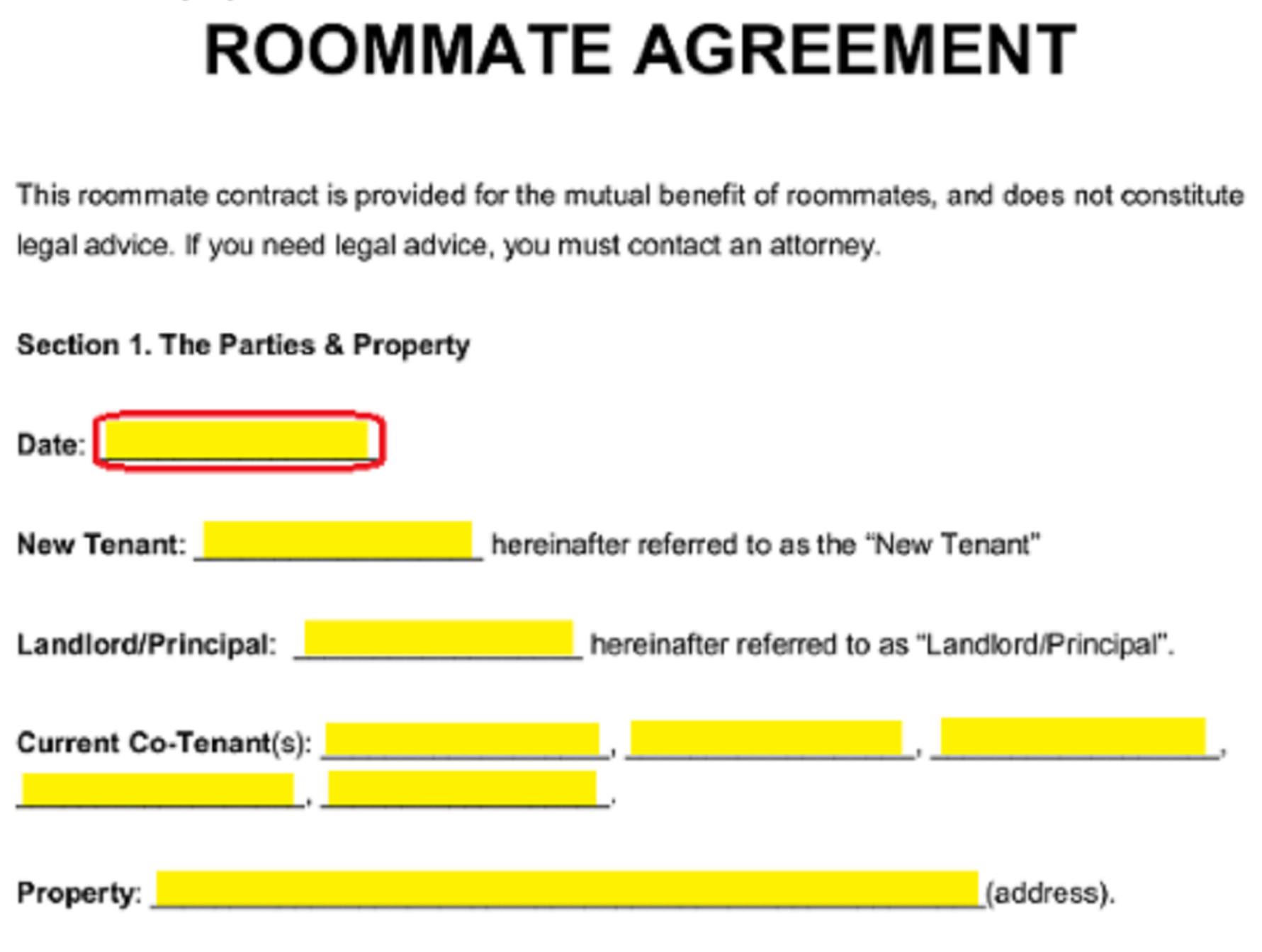
1 – Access Then Fill Out This Template To Solidify An Agreement Between Roommates

Locate the image on this page and select one of the caption buttons to gain access to a copy you may view and work with on your machine. If your machine has a program that may edit one of the three file types (Adobe PDF, Microsoft Word (.docx), or Open Document Text (.odt)) displayed on these buttons, you may use it to enter the requested information onscreen, then print it for the signing. Otherwise, you may fill it out by hand or with a typewriter so long as this is done so legibly.

2 – Each Participating Roommate And The Concerned Premises Should Be Documented

Find the heading "Section 1. The Parties & Property," then prepare to supply the information it requests where appropriate.

Fill in this paperwork's Effective Date on the first blank line.



ROOMMATE AGREEMENT

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.

Section 1. The Parties & Property

Date: ________

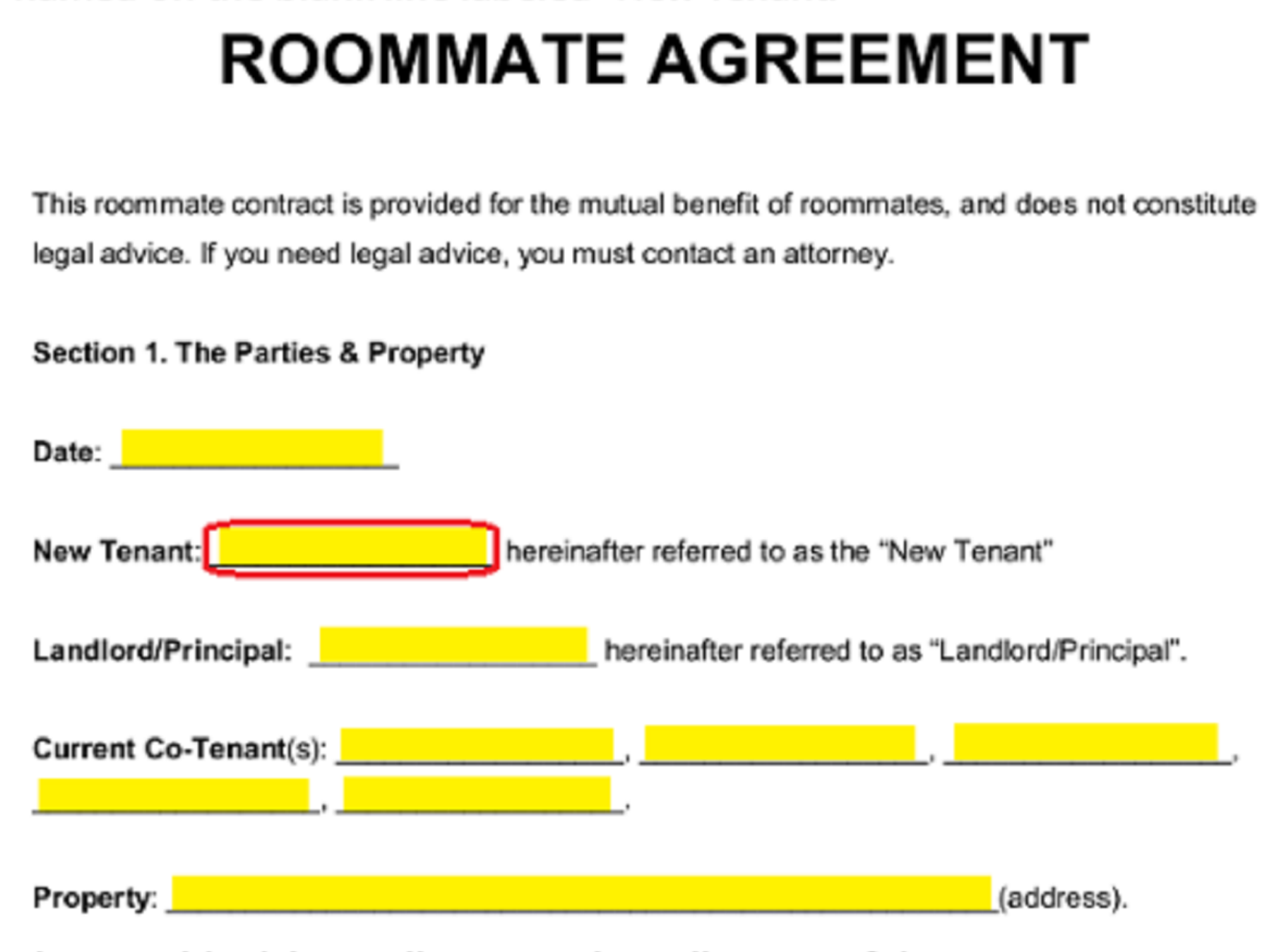
New Tenant: ________ hereinafter referred to as the "New Tenant"

Landlord/Principal: ________ hereinafter referred to as "Landlord/Principal".

Current Co-Tenant(s): ________, ________, ________, ________, ________.

Property: ________(address).

The Tenant who will live with the Roommates and intend to enter the living situation under the terms defined in this document should be named on the blank line labeled "New Tenant."



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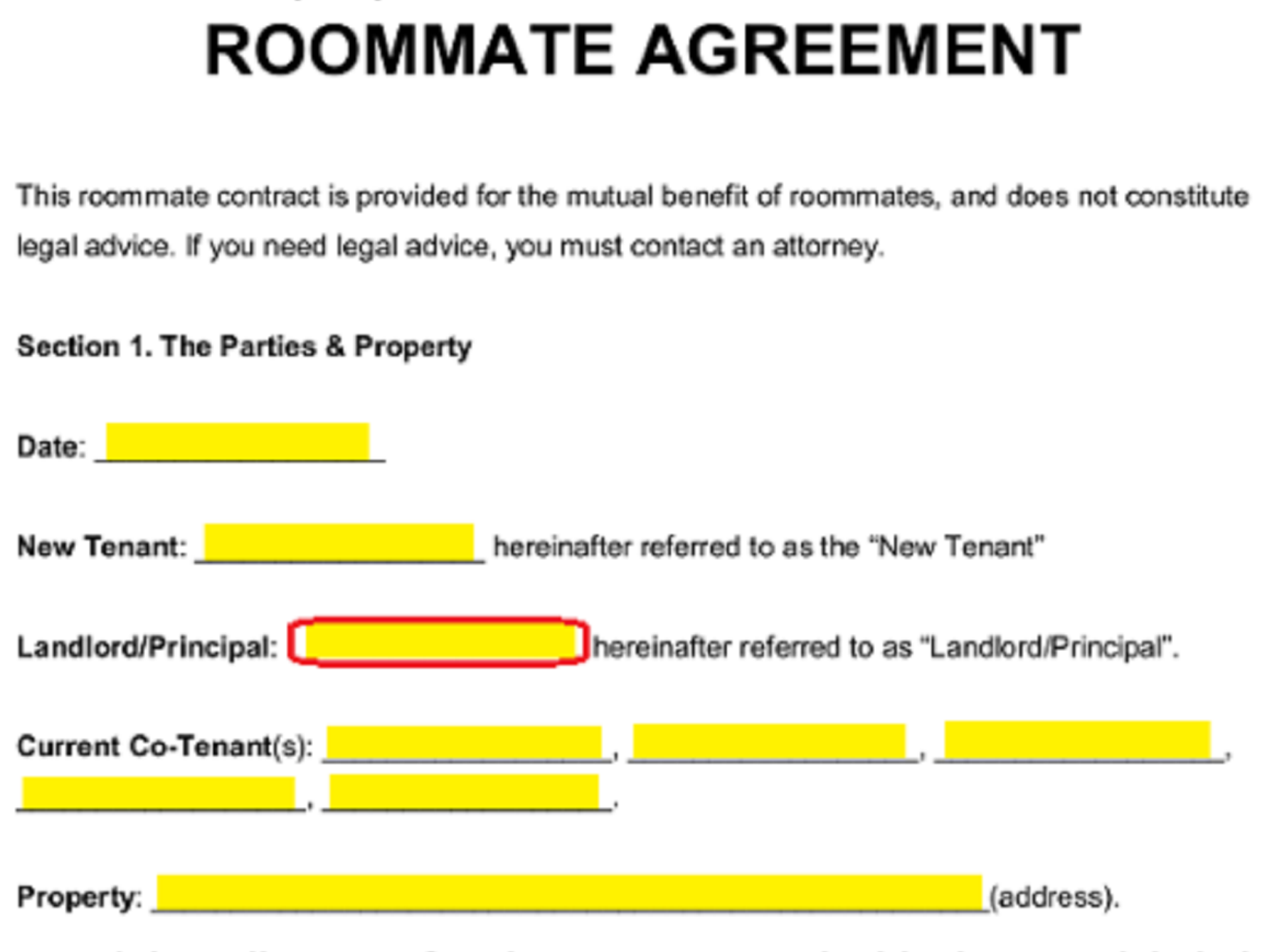
Landlord/Principal: ________ hereinafter referred to as "Landlord/Principal".

Current Co-Tenant(s): ________, ________, ________, ________, ________.

Property: ________(address).

The next blank line will require the Full Name of the "Landlord/Principal" presented.



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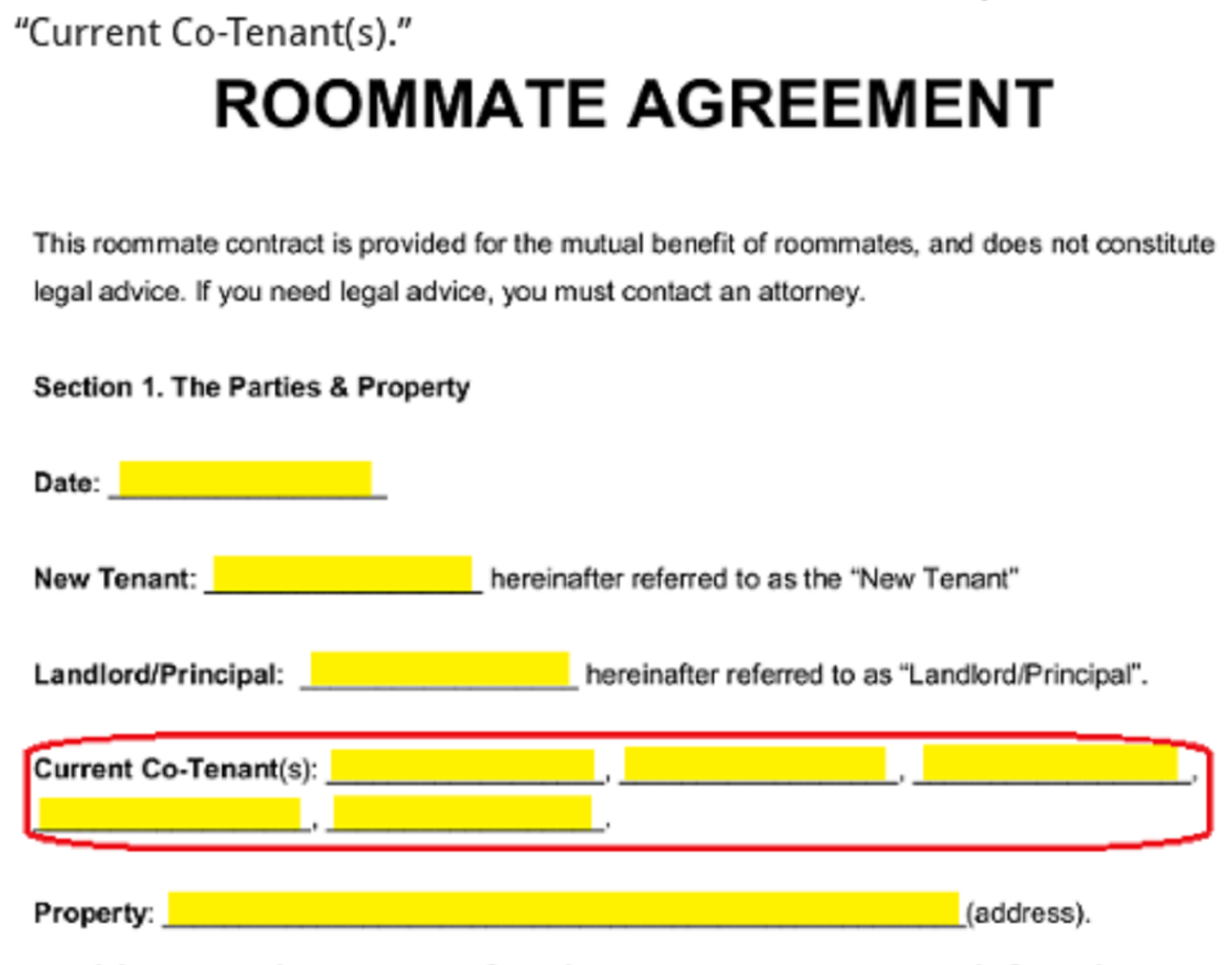
Landlord/Principal: ________ hereinafter referred to as "Landlord/Principal".

Current Co-Tenant(s): ________, ________, ________, ________, ________.

Property: ________(address).

Record the Full Name of each Roommate on the blank spaces labeled "Current Co-Tenant(s)."



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Date: ________

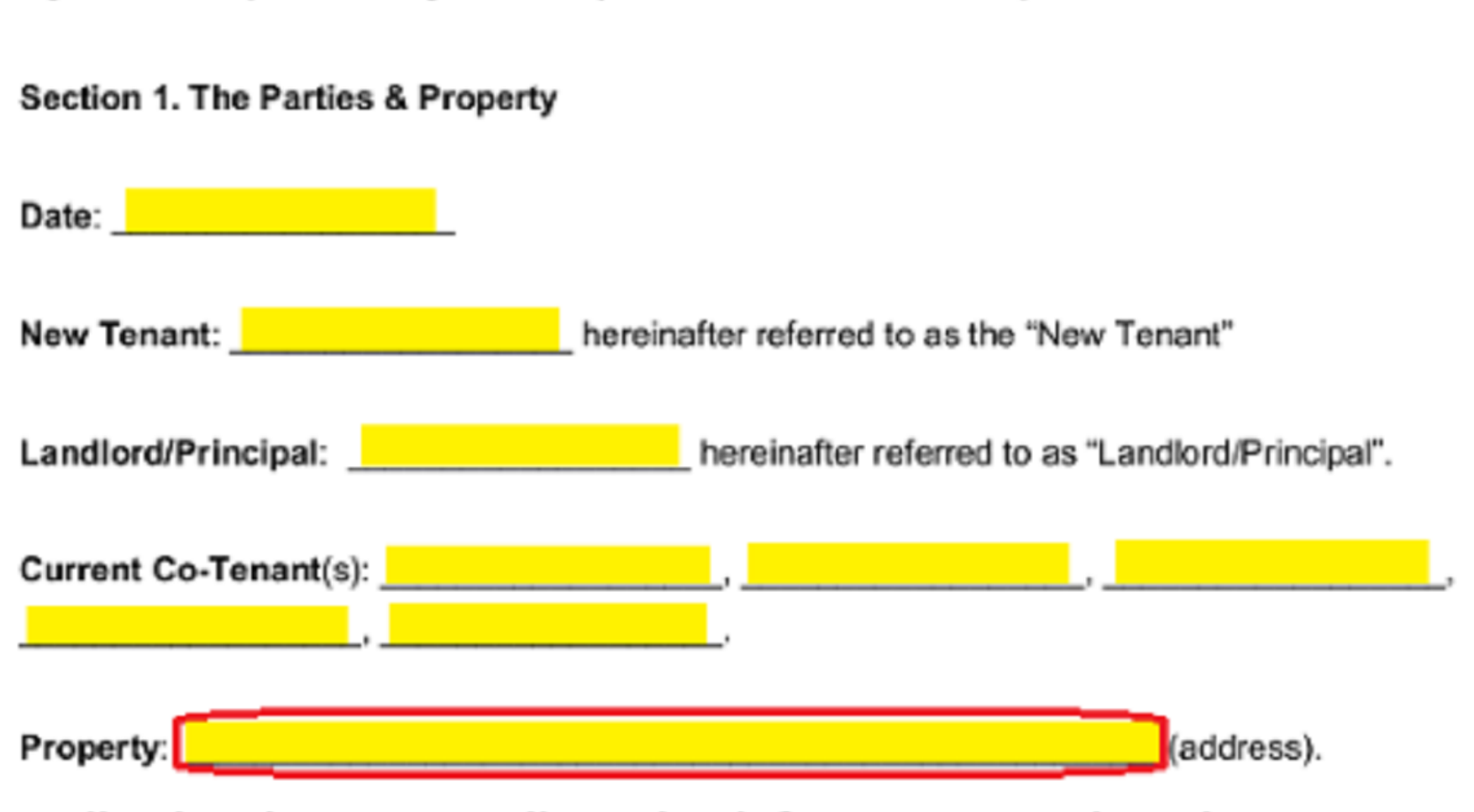
New Tenant: ________ hereinafter referred to as the "New Tenant"

Landlord/Principal: ________ hereinafter referred to as "Landlord/Principal".

Current Co-Tenant(s): ________, ________, ________, ________, ________.

Property: ________(address).

In addition to the Names of each Roommate, we must define the concerned Premises. Document the Physical Address of the Premises where the Roommates will live on the empty line between the bold word "Property" and the parentheses labeled "(Address)." This should be the Building Number, Street, Apartment Number, City, State, and Zip Code of the Premises the Roommates intend to share and live in.



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Section 1. The Parties & Property

Date: ________

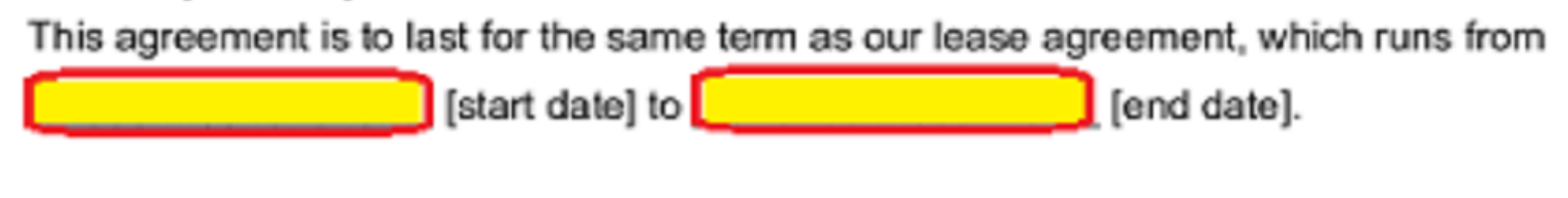
New Tenant: ________ hereinafter referred to as the "New Tenant"

Landlord/Principal: ________ hereinafter referred to as "Landlord/Principal".

Current Co-Tenant(s): ________, ________, ________, ________, ________.

Property: ________(address).

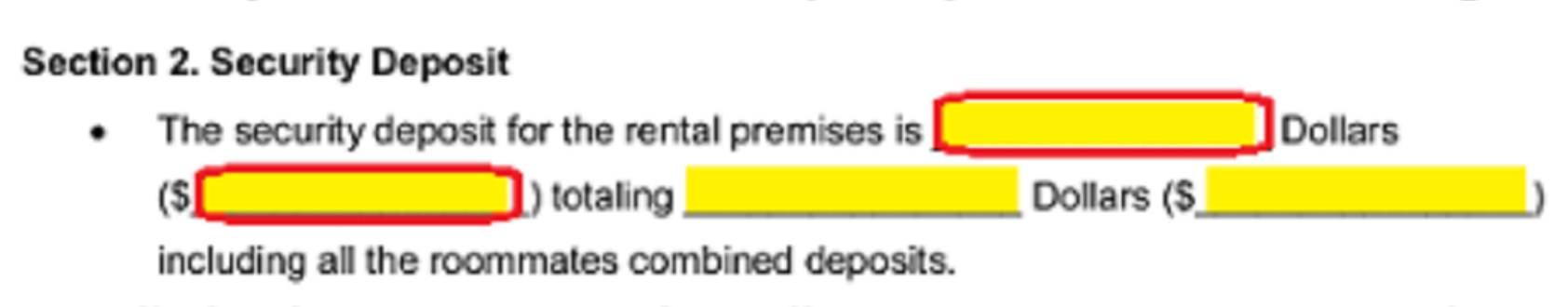
Finally, this document will need a definition as to when the Roommates defined above will live on reported Property under the terms defined in this document. Find the statement "This Agreement Is To Last For the Same Term As Our Lease Agreement…" then, supply the "Start Date" and the "End Date" of the Lease Agreement on the two blank spaces provided.



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

3 – Discuss The Finances Defining This Living Arrangement

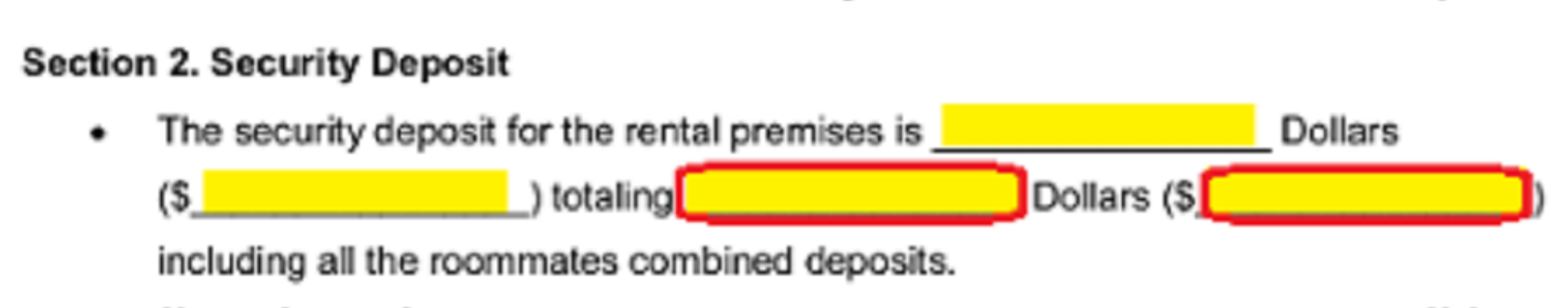
The next area, "Section 2. Security Deposit" shall discuss the amount of money the New Tenant must submit to the Roommates' Security Deposit Fund. Supply the Security Deposit Amount the New Roommate must submit on the first two blank spaces. This amount should be written out as words on the first space then supplied numerically on the second blank space (just after the dollar sign).



Section 2. Security Deposit

- The security deposit for the rental premises is ________ Dollars ($________) totaling ________ Dollars ($________) including all the roommates combined deposits.

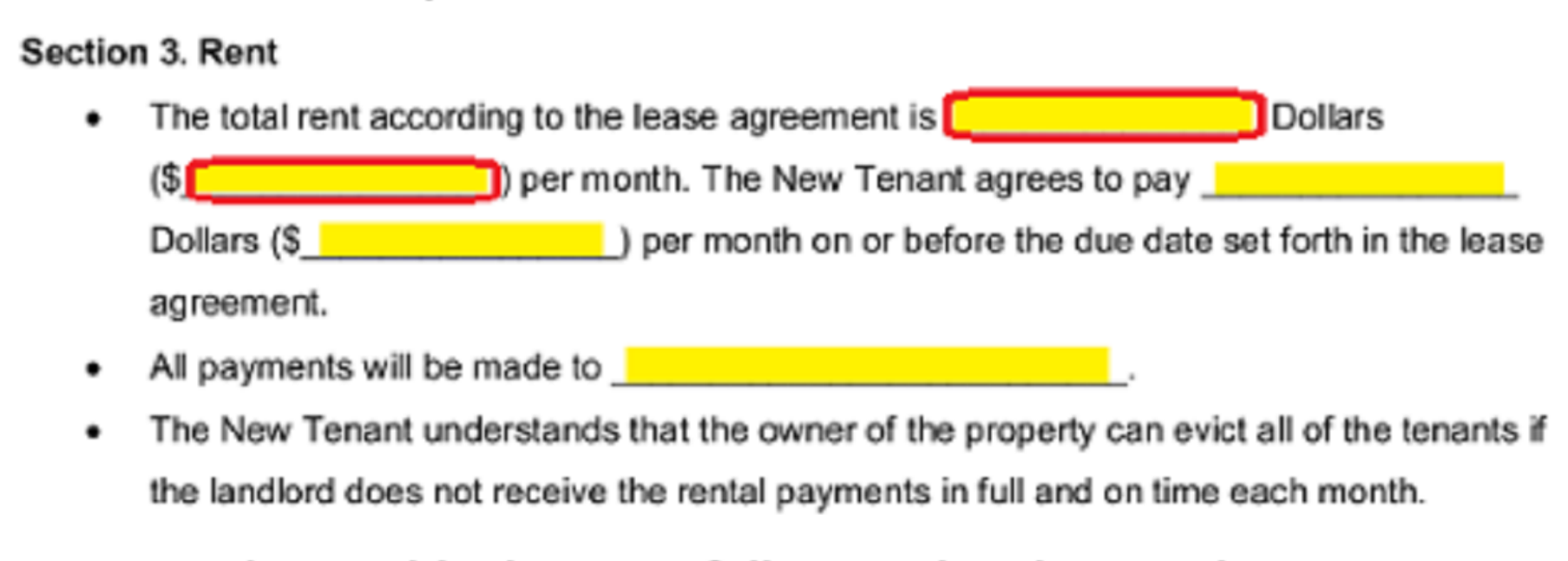
We will also have to report the Full Security Deposit Amount that must be submitted according to the Master Lease. Supply this Dollar amount written out then numerically on the next two blank spaces.



Section 2. Security Deposit

- The security deposit for the rental premises is ________ Dollars ($________) totaling ________ Dollars ($________) including all the roommates combined deposits.

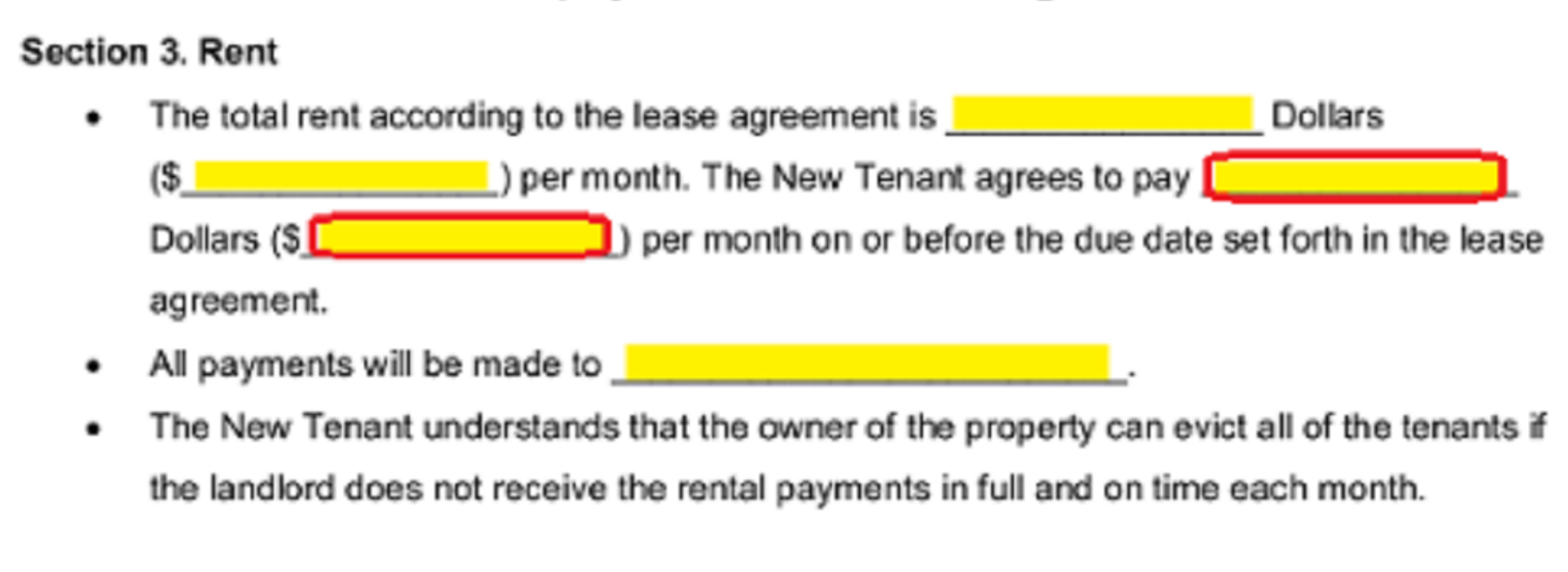
Naturally, when discussing a Roommate arrangement, we will have to cover the amount of Rent that must be paid by each Roommate and substantiate this figure by reporting the total Rent that must be paid to maintain the residence. This will be handled in "Section 3. Rent." There will be a few bullet statements which should be read by each Roommate after the first two are supplied with the requested information. Produce the Total Monthly Rent the Roommates must pay according to the Master Lease. This should be presented literally on the blank line just before the word "Dollars" then numerically on the second blank space.



Section 3. 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.
- All payments will be made to ________.
- The New Tenant understands that the owner of the property can evict all of the tenants if the landlord does not receive the rental payments in full and on time each month.

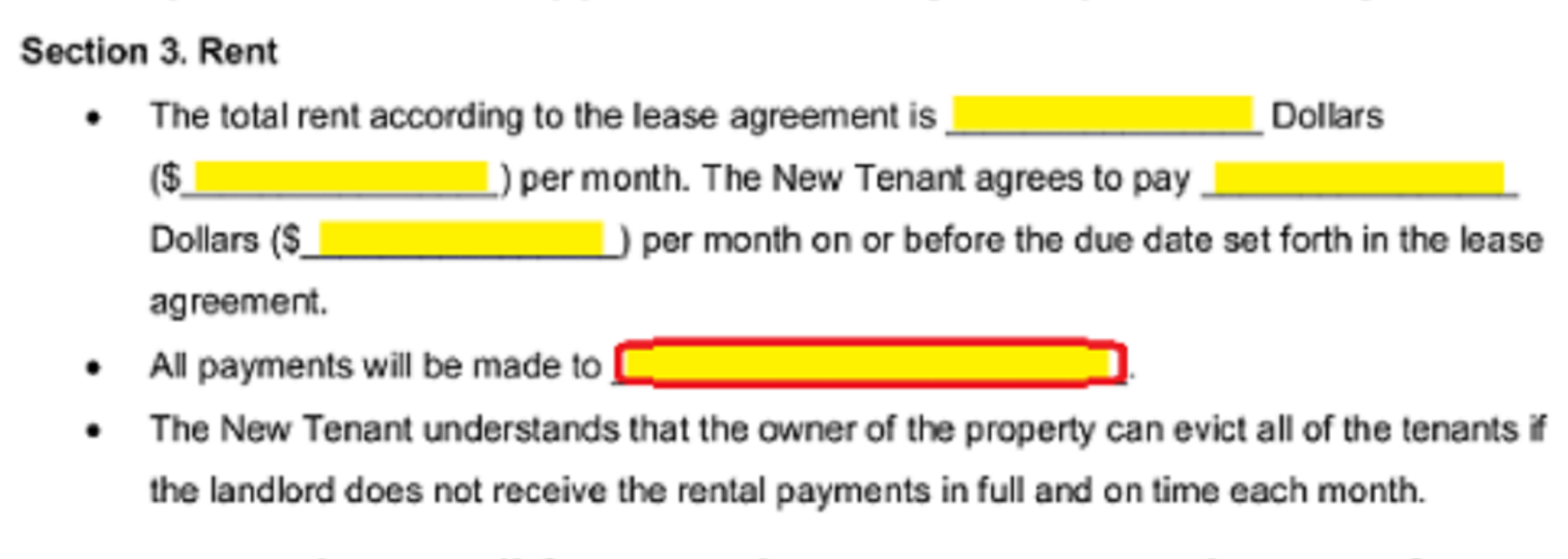
Now, use the two blank spaces following the phrase "The New Tenant Agrees To Pay…," report the Monthly Rent Amount the New Roommate/Tenant must pay to maintain this agreement.



Section 3. 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.
- All payments will be made to ________.
- The New Tenant understands that the owner of the property can evict all of the tenants if the landlord does not receive the rental payments in full and on time each month.

Finally, the second bullet statement requires the Full Name of the individual who will collect the Monthly Rent from the New Tenant. A blank space has been supplied so this may be reported clearly.



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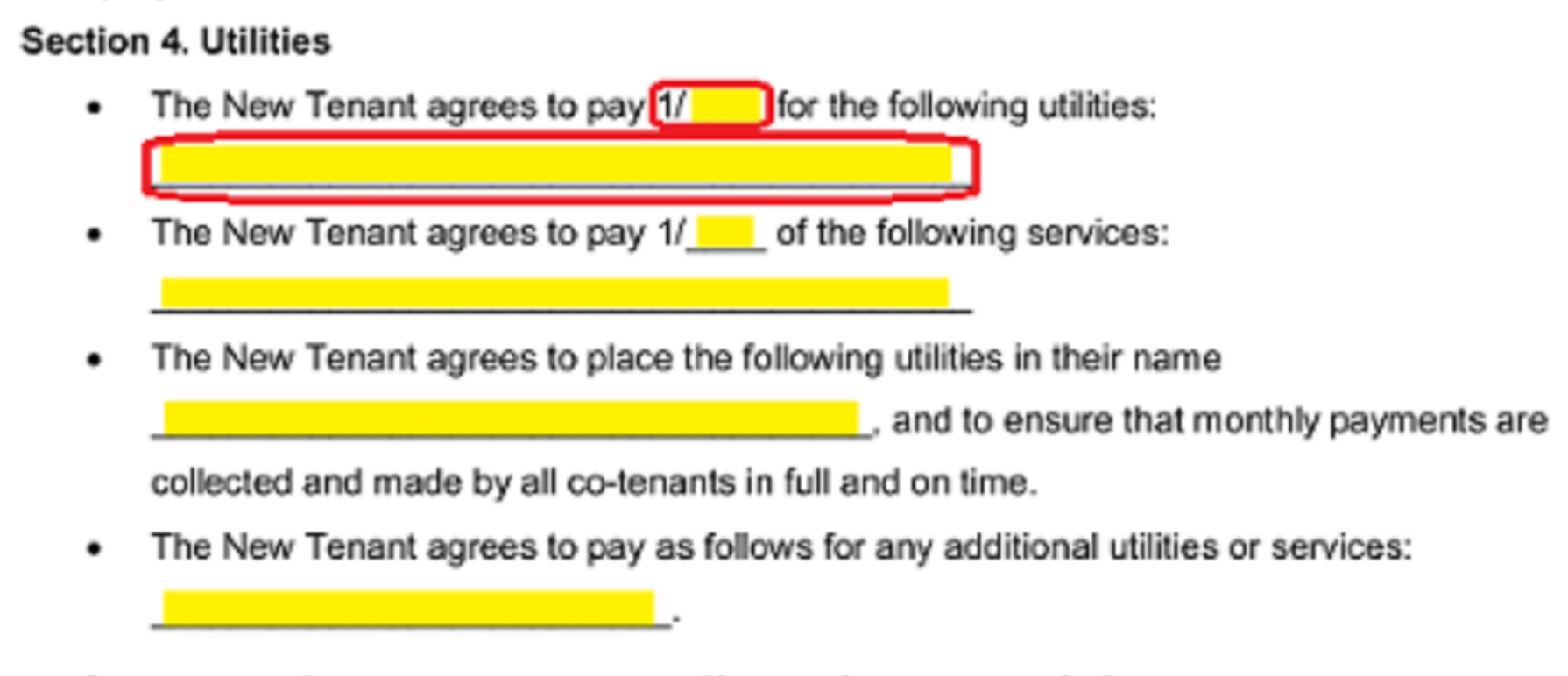
- All payments will be made to ________.
- The New Tenant understands that the owner of the property can evict all of the tenants if the landlord does not receive the rental payments in full and on time each month.

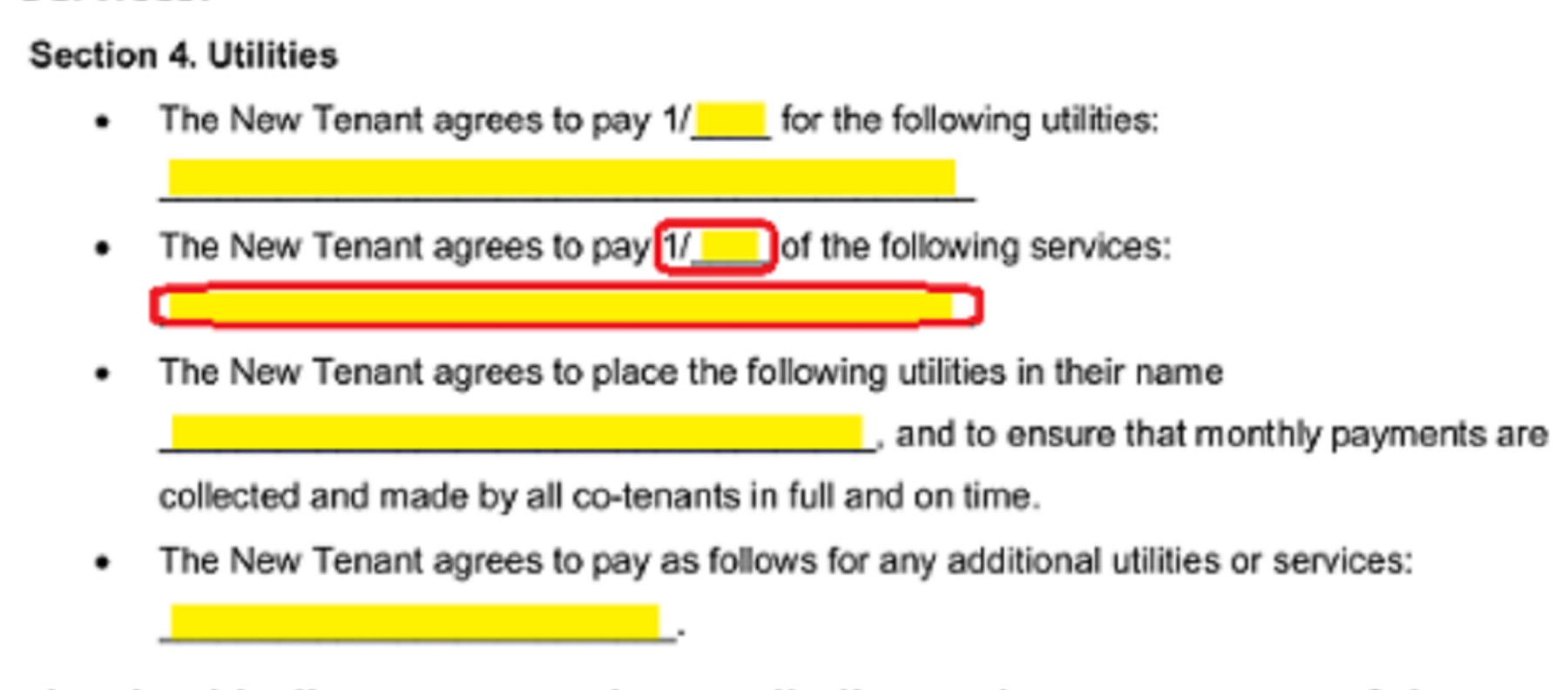
"Section 4. Utilities" will focus on the various services that are often required to maintain a residence. This section will seek a definition to the New Tenant's share of the Utilities and Services required for the living arrangement defined here. Four bullet statements requiring input have been presented to adequately define the New Tenant's responsibilities. If any statement of this section is inapplicable, you may either strike through it with a horizontal line or delete it. The first statement will have two blank spaces. Utilize the first blank space, after the terminology "…Agrees To Pay 1/," to record the portion of the Utilities the new Tenant will pay. For instance, if the New Tenant has agreed to pay %25 of the Utilities, enter the number four to complete the fraction as "1/4." Then on the blank space after "… Following Utilities, document each Utility Bill where the New Tenant will pay his or her share.



Section 4. Utilities

- The New Tenant agrees to pay 1/____ for the following utilities: ________
- The New Tenant agrees to pay 1/____ of the following services: ________
- The New Tenant agrees to place the following utilities in their name ________, and to ensure that monthly payments are collected and made by all co-tenants in full and on time.
- The New Tenant agrees to pay as follows for any additional utilities or services: ________.

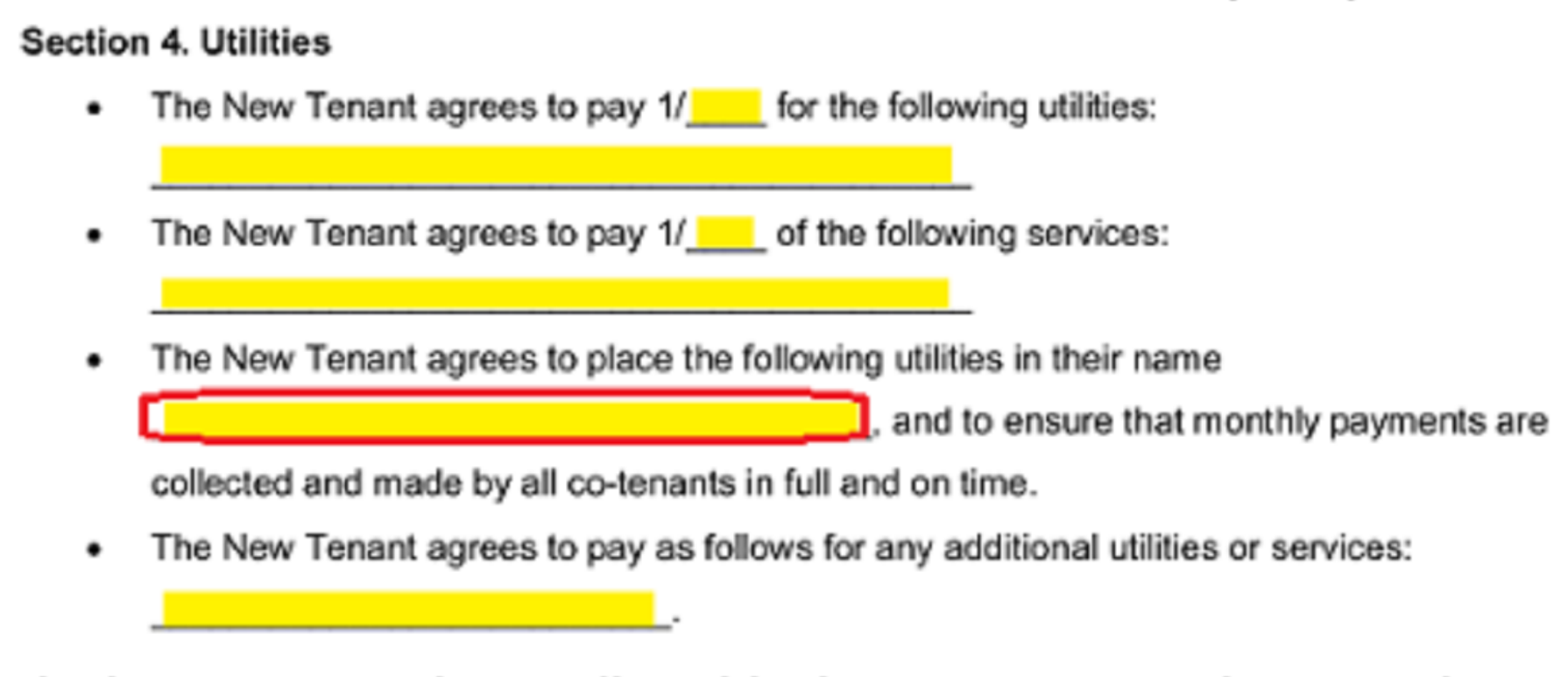
In the second statement, we will need to record the New Tenant's portion of Services he or she has agreed to contribute a payment to maintain. Use the blank space after "…To Pay 1/" to record the fractional amount of the Services Bill the New Tenant will be responsible for paying then, on the next blank space record each Service this will apply to. For instance, if the New Tenant will pay half the Cable Bill, then fill in the number "2" onto the first blank space and the word "Cable" on the blank line after the words "…The Following Services."



Section 4. Utilities

- The New Tenant agrees to pay 1/____ for the following utilities: ________
- The New Tenant agrees to pay 1/____ of the following services: ________
- The New Tenant agrees to place the following utilities in their name ________, and to ensure that monthly payments are collected and made by all co-tenants in full and on time.
- The New Tenant agrees to pay as follows for any additional utilities or services: ________.

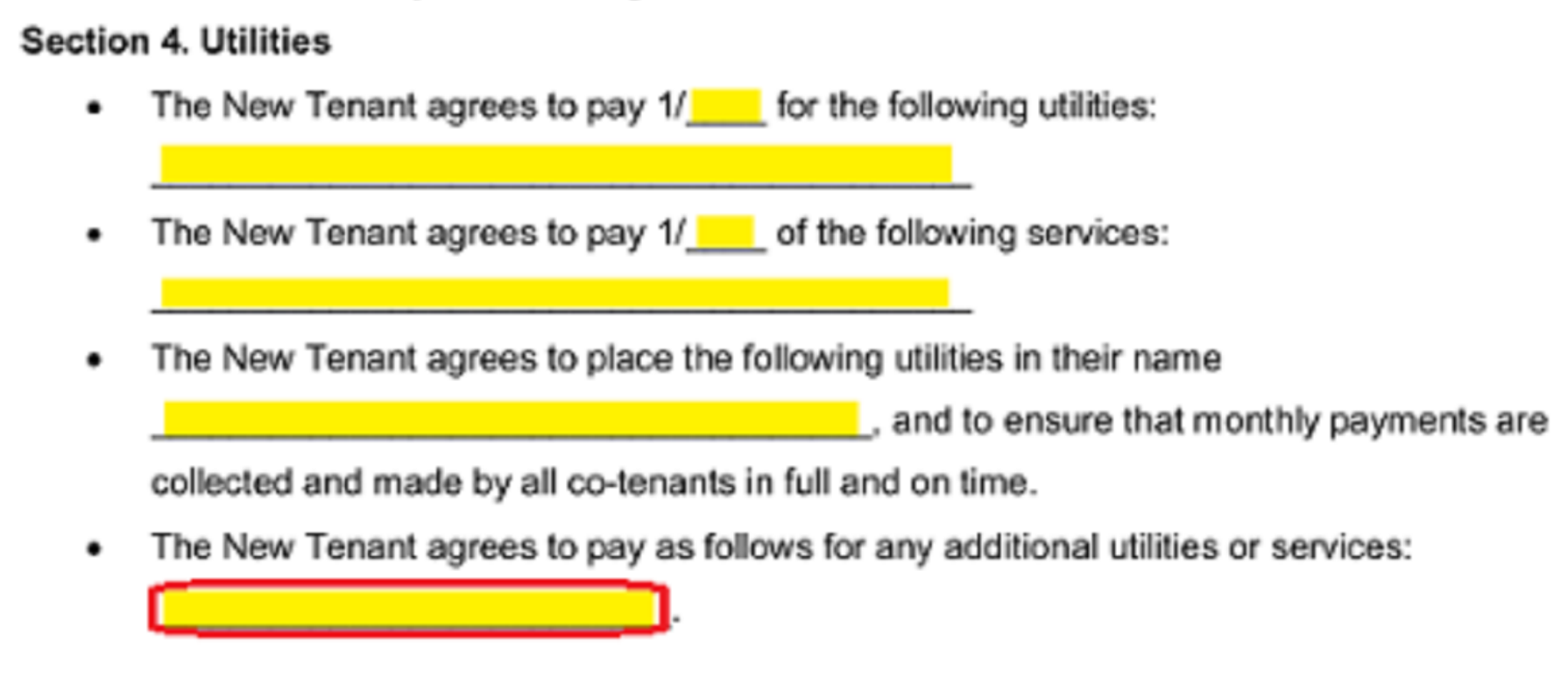
The third bullet statement here will allow a documentation of the New Tenant's intent to assume the responsibility of making sure a Utility or Service is paid for by having it placed in his or her Name and collecting whatever agreed upon amount from the other Roommates' portion of the expected payment. Enter each Utility or Service the New Tenant will place in his or her Name and collect participating Roommates' shares (of that bill/invoice) on the blank space provided.



Section 4. Utilities

- The New Tenant agrees to pay 1/____ for the following utilities: ________
- The New Tenant agrees to pay 1/____ of the following services: ________
- The New Tenant agrees to place the following utilities in their name ________, and to ensure that monthly payments are collected and made by all co-tenants in full and on time.
- The New Tenant agrees to pay as follows for any additional utilities or services: ________.

The last statement here will enable the New Tenant to have a Utility or Service placed in his or her Name. The Utility or Service recorded on the blank space in this section will be placed in the New Tenant's Name and will be paid for by the New Tenant.

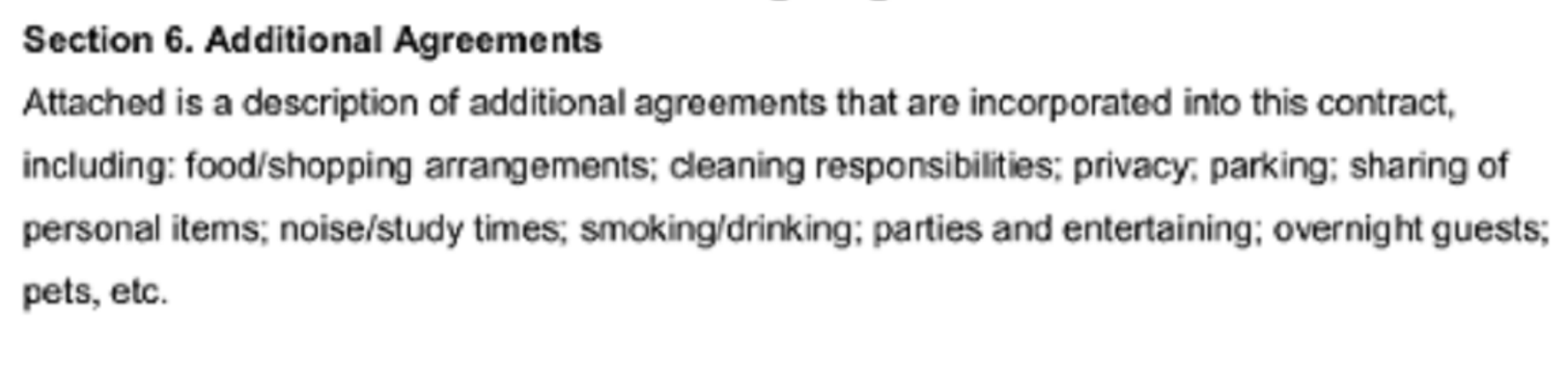


Section 4. Utilities

- The New Tenant agrees to pay 1/____ for the following utilities: ________
- The New Tenant agrees to pay 1/____ of the following services: ________
- The New Tenant agrees to place the following utilities in their name ________, and to ensure that monthly payments are collected and made by all co-tenants in full and on time.
- The New Tenant agrees to pay as follows for any additional utilities or services: ________.

4 – Any Predetermined The Roommates Wish To Include Must Be Documented And Attached

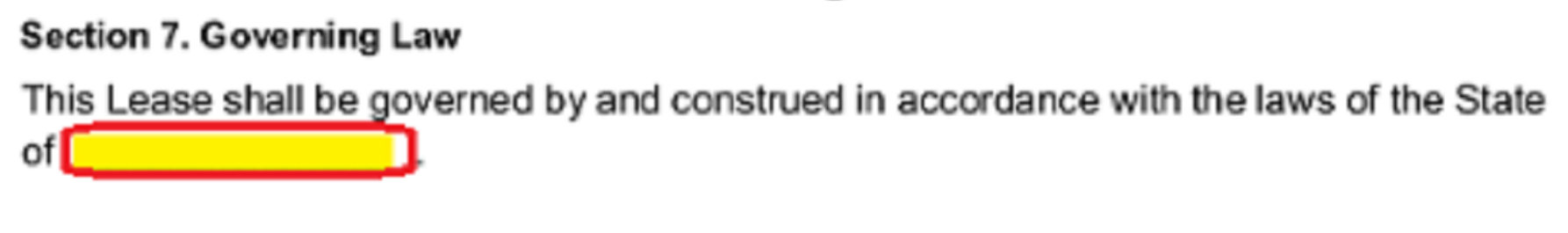
The template here will cover the basic issues that must be solidified in most Roommate situations, however, there may be additional agreements the Roommates wish to set in place. For instance, there may be a Cleaning Schedule or Parking Agreement that should apply. If so, then draw up a document with the points each Roommate has agreed to then attach it to this paperwork as per "Section 6. Additional Agreements." Note: This attachment should be clearly labeled, dated, and attached before the time of signing.



Section 6. Additional Agreements

Attached is a description of additional agreements that are incorporated into this contract, including: food/shopping arrangements; cleaning responsibilities; privacy; parking; sharing of personal items; noise/study times; smoking/drinking; parties and entertaining; overnight guests; pets, etc.

In addition to any "Additional Agreements" the Roommates have agreed to, we will need to indicate which State this paperwork will be Governed in. Report the State that shall hold jurisdiction over this paperwork and any other Roommate arrangement defined here on the blank line in "Section 7. Governing Law."

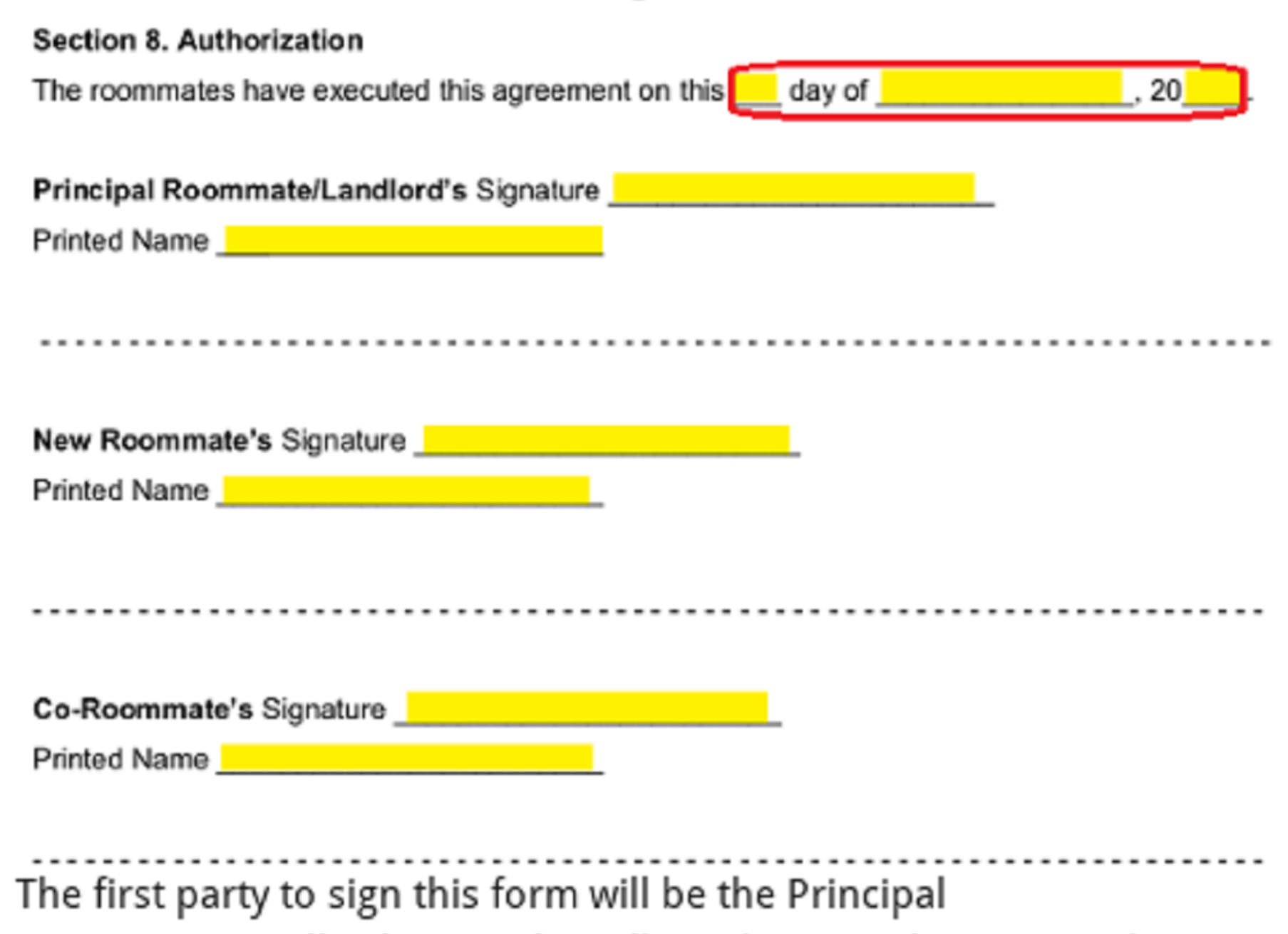


Section 7. Governing Law

This Lease shall be governed by and construed in accordance with the laws of the State of ________.

5 – This Paperwork will Not Be Considered A Valid Agreement Without The Roommates' Binding Signatures

The formal execution of this document's terms will be handled in "Section 8. Authorization." Before the Roommates sign their names, the Date of theses Signatures should be recorded. Enter the current Calendar Date at the time of signing as a Two-Digit Calendar Day, Month, and Year in the area presented after the words "The Roommates Have Executed This Agreement On This…"



Section 8. Authorization

The roommates have executed this agreement on this ____ day of ________, 20____.

Principal Roommate/Landlord's Signature ________

Printed Name ________

- -

New Roommate's Signature ________

Printed Name ________

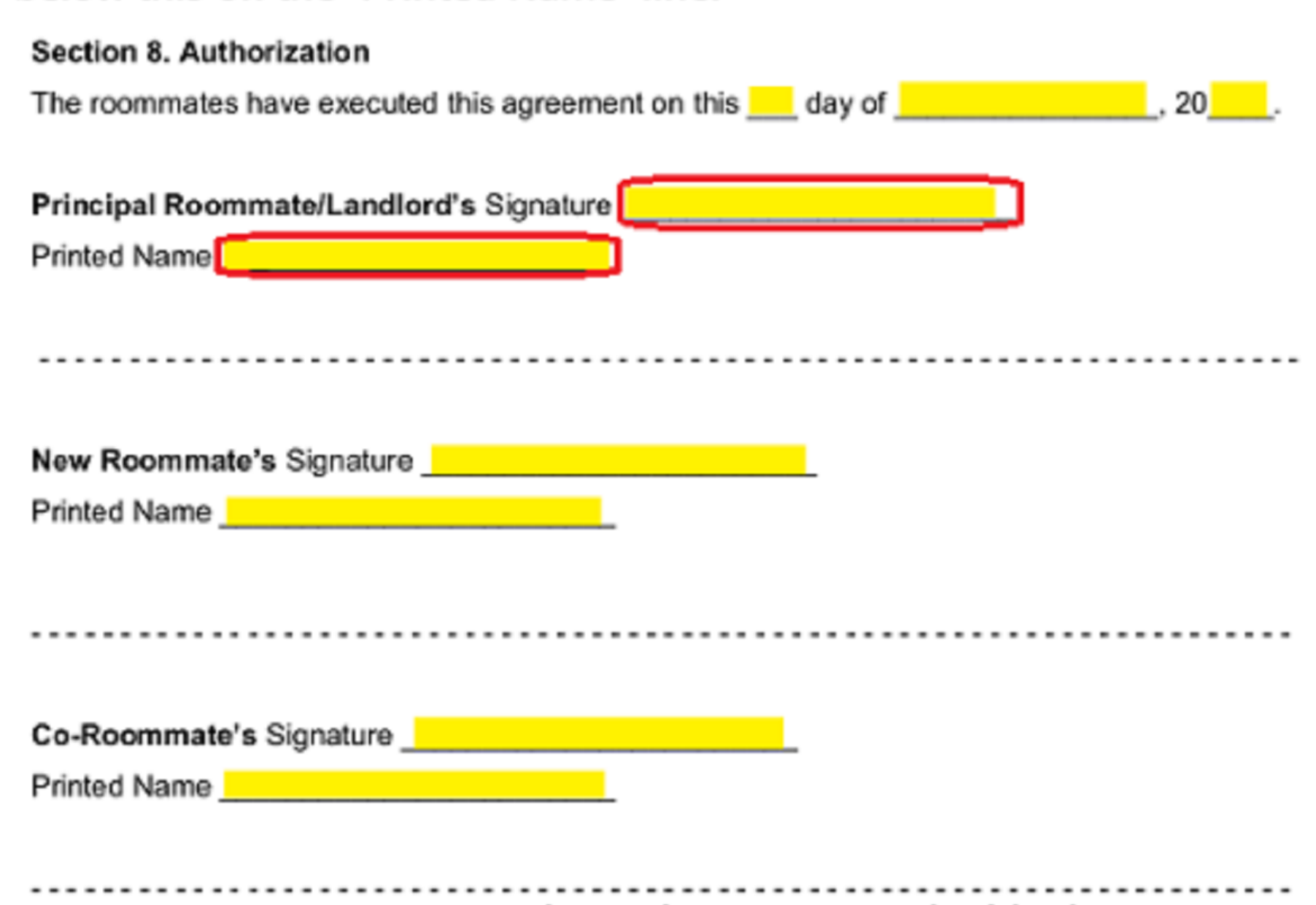
- -

Co-Roommate's Signature ________

Printed Name ________

- -

The first party to sign this form will be the Principal Roommate/Landlord He or she will need to sign the "Principal Roommate/Landlord's Signature" line then print his or her Name below this on the "Printed Name" line.



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The roommates have executed this agreement on this ____ day of ________, 20____.

Principal Roommate/Landlord's Signature ________

Printed Name ________

- -

New Roommate's Signature ________

Printed Name ________

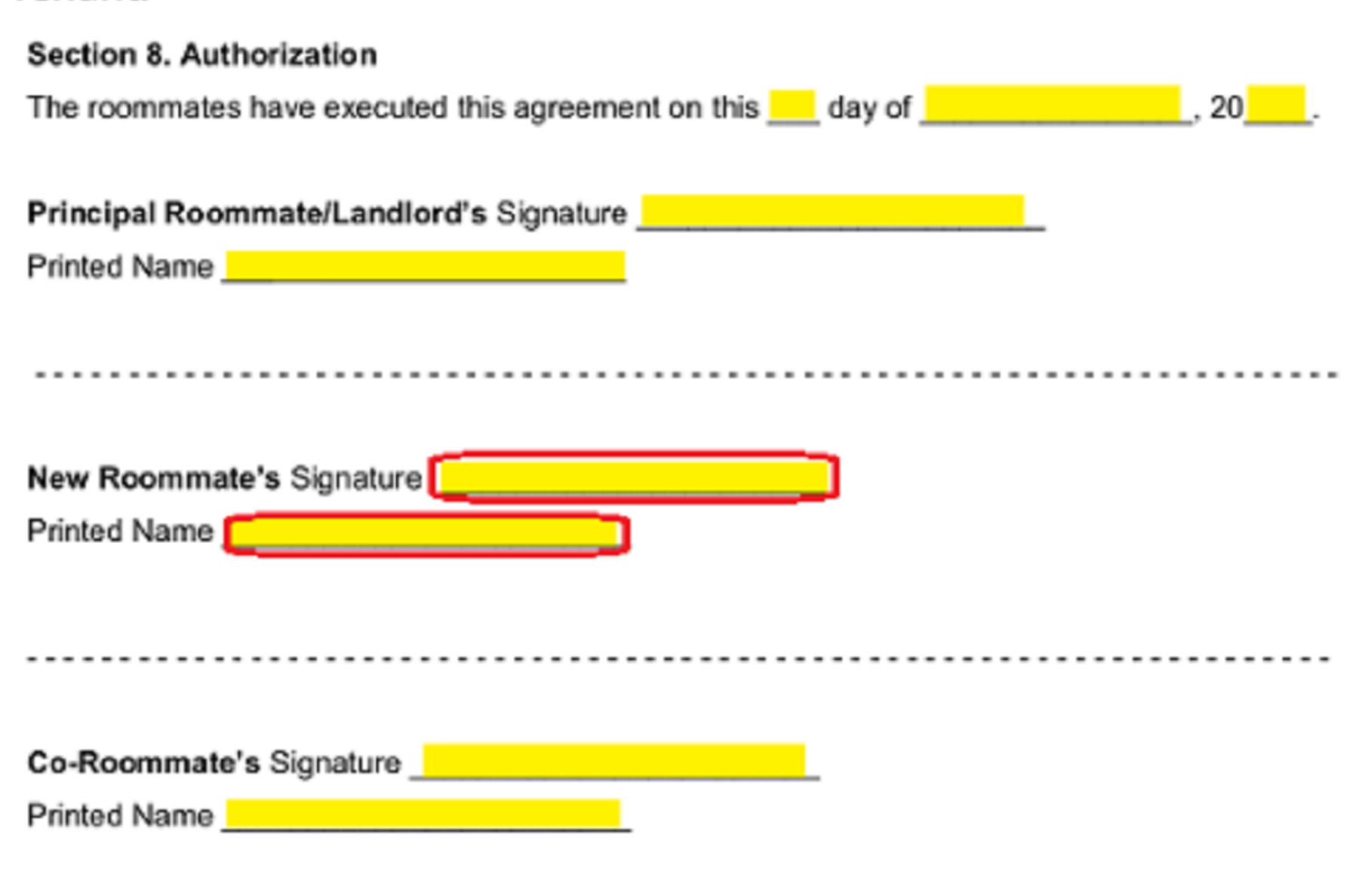
- -

Co-Roommate's Signature ________

Printed Name ________

- -

Next, New Tenant must sign his or her Name on the blank space labeled with "New Roommate's Signature." The "Printed Name" line below this must have the New Tenant's Name printed on it by the New Tenant.



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Printed Name ________

- -

New Roommate's Signature ________

Printed Name ________

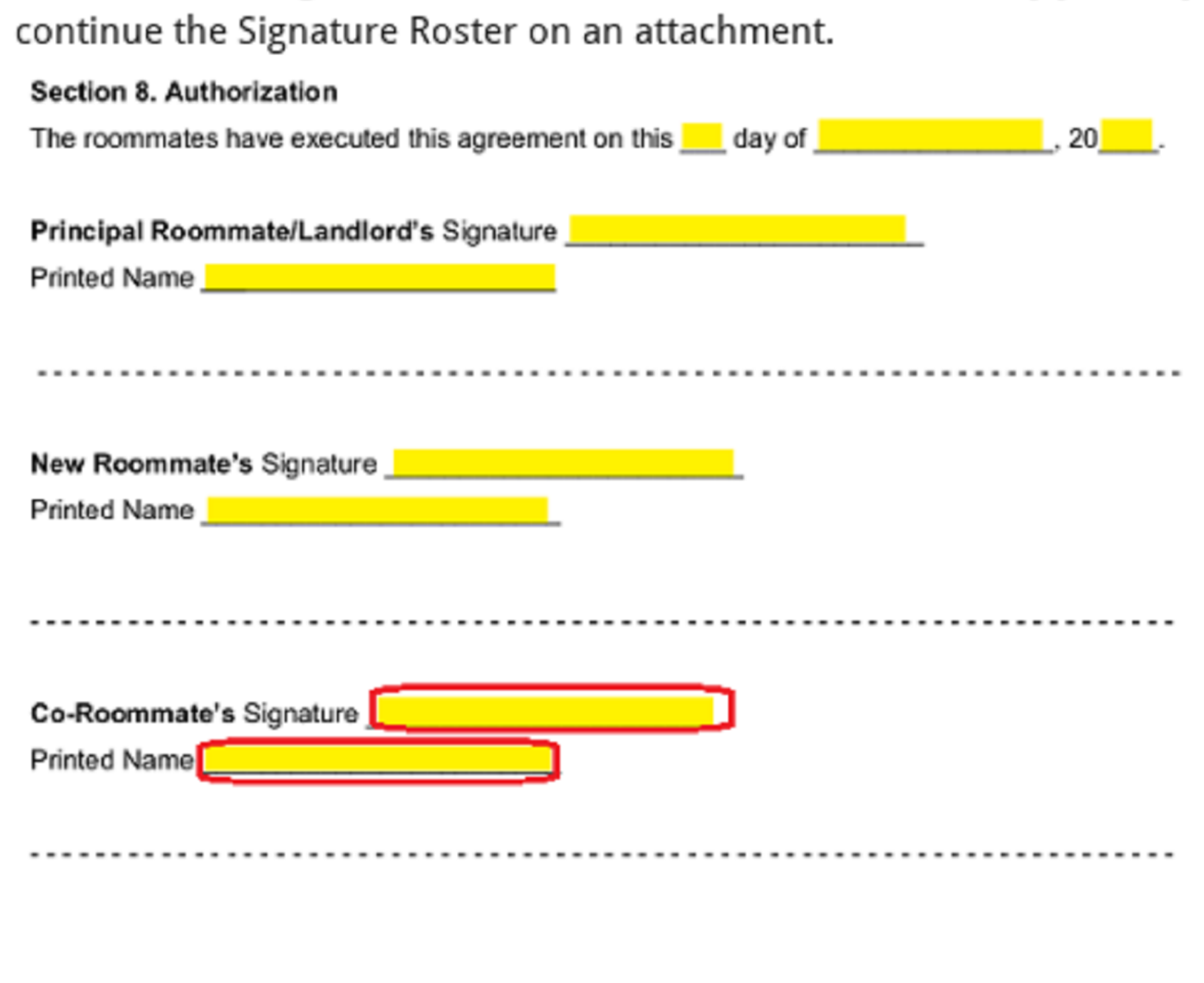
- -

Co-Roommate's Signature ________

Printed Name ________

- -

Finally, each Co-Roommate participating in this living arrangement must sign and print his or her name on the blank lines after the words "Co-Roommate's Signature" and "Printed Name." Make sure that each Roommate signs this document. Enough room for three additional Roommates to sign this document, if more room is necessary you may continue the Signature Roster on an attachment.



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Printed Name ________

- -