

# Sample Roommate Contract

Available Online: <http://www.salisbury.edu/commuters/forms>

The following is an agreement made between the roommates of (address of property) in (city). The contract will hold power beginning on the first day of the lease and ending on the last day of the lease or upon termination by all roommates.

## Bills

- I. The roommates agree to split all bills equally when all roommates occupy the premises during the term of payment.
  - a. During extended breaks, such as summer and winter breaks, all roommates will pay the fixed bills such as rent and cable/internet.
  - b. Roommates occupying the property over the breaks for will be responsible for paying the variable bills (i.e. gas, electric, and water/sewage) based on usage.
  - c. In the event that no roommate occupies the property over a break, all roommates will be responsible for all bills equally.
- II. The following people will be responsible for submitting payment for their respective bill on time, notifying the other roommates in a timely manner of the amount due per person and collecting an equal share from each roommate for the bill:
  - a. Rent: \_\_\_\_\_ (roommate name)
  - b. Gas: \_\_\_\_\_ (roommate name)
  - c. Electric: \_\_\_\_\_ (roommate name)
  - d. Water/Sewage: \_\_\_\_\_ (roommate name)
  - e. Basic Cable/Internet: \_\_\_\_\_ (roommate name)
- III. Any late fees that result in either delayed payment or failure to pay the bill will be paid by the person responsible for that bill. If the reason for late payment or failure to pay occurred as a result of another roommate not paying their share to the person in charge of the bill despite being given fair notice, the late fee will be paid by the roommate(s) who did not provide payment on time.
- IV. Rent will be due to (roommate in charge of rent) no later than the (number) day of each month that rent is due. Late payment penalties shall be assessed by (roommate name), but if an excessive penalty is awarded, the other roommates can overturn the penalty for a less harsh one by a simple majority consensus.

## Guests

- I. Roommates will not have more than three or four guests in the house including overnight stays. Prior approval is required for having more than this number and must be obtained by all roommates in accordance with the following:
  - a. at least 48 hours in advance for overnight stays
  - b. at least 30 minutes prior to arrival for other visits
- II. If overnight guests are not staying in a roommate's room, the roommate is responsible for making sure that the guest(s) have sleeping arrangements that are preapproved by all of the other roommates.

## General Housekeeping

- I. All roommates agree to keep outside doors locked at all times and to remember to lock the doors upon leaving the house. Failure to lock the door(s) on a consistent basis will result in being made to be designated driver for the weekend in accordance with Saferide days and hours.
- II. A roommate's room is his domain. No one but the room's occupant has any control over what goes on in the room unless he or she is doing something illegal that could potentially harm other roommates.
- III. The roommates agree to clean up after themselves and their guests. "Tomorrow" and "later" are not acceptable options.
- IV. If the trash is full, the roommates agree to empty the trash into a proper outside receptacle immediately and replace the bag in the empty trash can.
- V. If a roommate or a guest of the roommate uses a dish, utensil or other item used for food preparation or consumption, the roommate is responsible to ensure that the item is cleaned and/or put in the dishwasher after use.
  - a. If the dishwasher is full after placing a dish or proper item in the dishwasher, the roommates will run the dishwasher.
  - b. If the items in the dishwasher are clean and a roommate takes even just one item from the dishwasher, he or she will empty the whole dishwasher.
- VI. The roommates agree not to wear shoes in the house. Upon entering, roommates and guests shall take their shoes off and place them neatly by the door.
- VII. At the beginning of each semester, the roommates will meet and assign chores. If a person does not do his or her chores, he or she will be required to be designated driver for the weekend concurrent with the same operating times of Saferide. Other times will be at the discretion of the roommate driving.

## Food

- I. Food will be purchased by each individual roommate. If a roommate didn't purchase it, he or she will not eat it nor offer it to a guest without permission of the roommate to whom the food belongs.
- II. Community items, such as community cleaning supplies, paper towels, napkins, dish soap, trash bags, salt, pepper, etc., will be purchased so that all roommates can use the items, and the cost shall be shared equally among the roommates.

## General Courtesies

- I. Anything that affects all roommates shall be decided upon by all roommates.
- II. If a roommate breaks something, he or she will be responsible for buying a new or comparable item to replace the broken one.
- III. If one of the roommates or the entire house gets a fine, any roommate having any responsibility dealing with the reason for the fine will help pay the penalty.
- IV. If a roommate drops out of school, transfers schools or moves out of the house for any reason, that roommate is responsible for either finding a new and suitable roommate or paying his or her fair share of the rent and utilities until the termination of the lease.

By willfully signing my name, I understand and agree to all of the terms in the contract and will abide by these terms.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_