


The Housemate Agreement and Guide Book



An off-campus living accommodation resource for Trent students

The Housemate Agreement & Guide Book



This contract is designed to support students with their off-campus living arrangements. The contract helps students establish healthy living environments as a group of equal and respected tenants that avoid situations of unresolved conflict. Each section of this guide highlights an area that is important to discuss and agree on as tenants to learn about each other's preferences, routines, and expectations as they come to live together.

Communication is the key to any healthy relationship and is especially important when you are living in a shared space. It is important to discuss household responsibilities and personal preferences. Set rules at the beginning of the year.

Housemate Contact Information:



Landlords

Name: _____

Address: _____

Email: _____

Phone #: _____

Hosemates/Tenets

Name: _____

Email: _____

Phone #: _____

Name: _____

Email: _____

Phone #: _____

Name: _____

Email: _____

Phone #: _____

Name: _____

Email: _____

Phone #: _____

Name: _____

Email: _____

Phone #: _____

Name: _____

Email: _____

Phone #: _____

Name: _____

Email: _____

Phone #: _____





FINANCIAL OBLIGATIONS & AGREEMENTS

- Lease from _____ to _____ or
- month-to-month

Amount of Rent:

\$ _____ Due on _____ Paid to _____

Are rent payments the same or different for each tenant? For example, if one person has a smaller room, do they pay less than the roommate with a larger room, or do they all pay the same amount?

- A) All tenants pay the same amount of rent
- B) Rent payment is different for each tenant

List/confirm payment differences

- A) Name: _____ Rent Paid: _____ B) Name _____ Rent Paid _____
- C) Name: _____ Rent Paid: _____ D) Name _____ Rent Paid _____
- E) Name: _____ Rent Paid: _____ F) Name _____ Rent Paid _____
- G) Name: _____ Rent Paid: _____ H) Name _____ Rent Paid _____

Rent payments will be made:

- A) Separately to landlord
- B) Collectively to landlord

If paid collectively to landlord, who will be in charge of transferring rent payments before they are due and when/how will they be collected? e.g., agree to collect rent a certain amount of days before it is formally due, establish forms of payment such as cash, e-transfer or hand written cheques.

FINANCIAL OBLIGATIONS & AGREEMENTS

Utilities

How do tenants plan to managed/pay for utilities?

- Tenants will be assigned the responsibility for payment of a specific bill. This includes determining the amount owed by each tenant, collecting the amount, and seeing that payment is made before the due date
- A shared schedule will be developed to assign each tenant the month in which they are responsible for the collecting and payments of bills

Utilities	Account in name of	Amount of deposit	Deposit paid by	How bill is shared	Who is responsible for payment

FINANCIAL OBLIGATIONS & AGREEMENTS

- Other shared amenities and/or household Items that are collectivity shared and purchased for common living spaces (parking, furniture, household appliances, supplies, decorations, technology)

Item	How is the bill shared	Who is responsible for making the payment	Who moves out with item

Note: It may be worthwhile to do a property list to ensure that everybody knows which items belong to each roommate as well as for insurance purposes

Money can be the single biggest issue causing friction between roommates. It is important for housemates to clarify and fairly divide necessary costs and payment before moving in with each other to help avoid miscommunication and uncertainty in the future.



SUBLETTING & SUMMER MONTHS

Are housemates willing to sublet the house/apartment?

- Yes to subletting the house/apartment
- No subletting the house/apartment

Will the departing housemate be responsible for finding the sublet?

- Yes the departing housemate be responsible for finding the sublet
- No the departing housemate will not be responsible for finding the sublet

Will remaining housemates have a say in who the sublet is?

- Yes the remaining housemates will have a say in the sublet
- No remaining housemates will not have a say the sublet

Will sublets have same access and use of the space as the absent tenant or will different rules/boundaries be applied?

- Sublets will have the same access and use of shared spaces/belongings as the absent housemate
- Sublets will not have the same access and use of shared spaces/belongings as the absent housemate

Will housemates be staying in the house/apartment over the summer months?

- All housemates plan to stay over the summer months
- One/few housemates plan to stay over the summer months
- No housemates plans to stay over the summer months

Do the housemates who are planning to stay in the house/apartment over the summer months agree to pay for utilities on their own for the time being?

- Yes housemates who are planning to stay in the house/apartment over the summer will pay for utilities on their own for the time being



SAFETY & SECURITY

Exterior doors will be locked:

- When all housemates are not in the house
- When one housemate is present in the house
- When all housemates are in the house
- Other: _____

Connecting Doors (if applicable) will be locked when:

- Washroom is in use
- When leaving the space (exterior door)
- Neither
- Other: _____

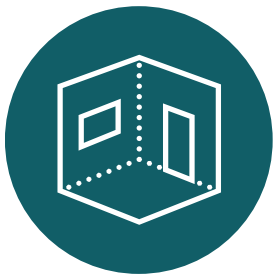
Are there times during the day/night needed for religious/cultural practices?

Are there any other religious/cultural needs that are important to be informed about?

Are there any severe dietary restrictions to be aware of?

- Yes there are severe dietary restrictions to address and respect
- No we do not have any severe dietary restrictions to be mindful/respectful of

If Yes, please list the food items that need to be avoided and/or cautioned against in the living space



SHARED BELONGINGS & SPACE

Please complete the chart below to indicate what items will be shared. Y= Yes, N=No, A= Ask First

Housemate name	Food	Dishes	Technolog to include television	Paper Towel + Toilet Paper	Hand Soap				
Name:									
Name									
Name									
Name									
Name									

Note: It may be worthwhile to do a property list to ensure that everybody knows which items belong to each roommate as well as for insurance purposes

What expectations are there for shared belongings ? For example, how will they be used, purchased, how often are they to be replaced, who is responsible for replacing them, what happens if something breaks/no longer works?

SHARED BELONGINGS & SPACE

The use of shared space and items can lead to conflict between roommates. It is important to set boundaries and expectations at the beginning of the year to limit misunderstandings and tension. Be sure to respect your housemates' personal belongings and ask before using something that is not yours.

Listed below are the designated shared and/or private spaces to include bathrooms, living room, refrigerator, and cupboards:

What expectations do we have for these shared and/or private spaces? Such as how would you like to decorate and personalize the common spaces in your apartment?
What will the bathroom and shower schedule be in the mornings and evenings, or when several tenants have similar routines?

Room Temperature (day/night & winter/summer) will be kept at: _____

Shared or personal parking spaces:



CLEANING

Keeping the apartment/house clean should be seen as a collective duty done by all Housemates. Housemates should establish cleaning expectations and arrangements

What level of cleanliness is acceptable to each tenant. Mark an 'X' at the applicable level

Housemate Names	Looks "lived in"	In the middle	Clean (like move-in)

Housemates will clean our common space based on:

- A cleaning schedule
- An honour system
- Other: _____

Purchasing cleaning supplies will be:

- Shared responsibility (costs will be divided)
- Each of us purchases our own supplies
- Other: _____

21 Cleaning-Schedule Templates Perfect For Roommates
POPSUGAR is a global lifestyle media brand with content encompassing entertainment, style, beauty, and more.

To Do:

Garbage and recycling
 Curbside collection information for garbage and recycling, how to sort...
 peterborough.ca

How will housemates ensure that the garbage and recycling does not overflow or smell? Will we have a trash schedule? How often will tenants take out the trash? Who will get new plastic bags?

What are the rules/policy about dirty dishes?



NOISE, SLEEP & STUDY

Proper sleep and study schedules are important to your academic success, health and wellbeing. Discuss your sleep and study schedules with your housemates to ensure that everyone's needs are met.

Reasonable time for the house to be quiet at night:

During the week: _____

On weekends: _____

Reasonable time for the house/apartment to be quite in the mornings:

During the week: _____

On weekends: _____

What is the collective understanding of 'quiet' in the house/apartment?

How will tenants let each other know if it is too loud?

What times and at what level will music/TV/instruments be played?

During peak times of the year (e.g., midterms, exams, papers, etc.) how will these expectations change?

Proper sleep and study schedules are important to your academic success, health, and wellbeing. Discuss your sleep and study schedules with each other to ensure that all housemates needs are met.



RESPECT AND COMMUNICATION

What is the best way to communicate as a collective group of individuals living together and when is it necessary? For example, do you prefer to communicate through text messages, phone calls, face-to-face, or social media?

What does mutual respect mean to you? How will you show respect to your housemates?

How are we going to handle a situation when a housemate elects to not follow through with this agreement?

How are we going to make changes to this contract if need be?

How are we going to approach one another if we have concerns or problems?

Please Indicate any other expectations or rules to be discussed in this housemate agreement/contact:



GUESTS & SOCIALS

How comfortable are housemates with having guests over?

- Very comfortable
- Somewhat comfortable
- Not at all comfortable

How frequent can guests come over?

- Any time during the week
- Only on weekends

Questions to consider:

Can guests sleep overnight? How long can a guest stay with us? How many guests is too many? Who is responsible for cleaning up after their guests? How do housemates feel about functions and social gatherings (parties) being held at the house/apartment? How far in advance should you ask for your housemates consent before having a guest or function? What are the expectations of the host prior to hosting a function in your unit?

Create a guest policy for:

A) Friends/family:

B) Significant others:

C) Large social gatherings:

D) Other:

PETS

Are there any pets staying in the house/apartment?

- Yes there are pets to address
- No pets to address
- Sometimes there will be pets address

How comfortable are housemates with pets visiting/staying in the house/apartment?

- Very comfortable
- Somewhat comfortable
- Not at all comfortable

SAFE & LEGAL SUBSTANCE USE

Is safe/legal use of substances on property grounds permitted?

- Yes safe/legal substances use is permitted
- No safe/legal substances use is not permitted

If substances use is permitted, where can it take place?

- Outside/balcony only
- Other:

CONFLICT

Living with others can cause conflict. Conflict between housemates is normal and can be resolved with the right skills, intentions and approach. Conflicts should be adressed in the immediate with respect and postive communication.

RESOLVING CONFLICT

COMMUNICATION



- Listen without interrupting each other
- Show understanding of the problem
- Present each of your points of view on the situation
- Explain how you feel

NEGOTIATION



- Brainstorm possible solutions for the conflict
- Accept the need for necessary compromise
- Choose a fair solution for all parties
- Implement the resolution plan

CONSOLIDATION + VALIDATION



- Evaluate how your plan is carrying out
- Communicate feelings
- Provide gratitude to one another

SELF-REFLECTION



- What have you come to learn about yourself/housemates from this experience?
- Are you open to feedback and/or willing to listen to others?
- What are some habits or behaviours that you may wish to enhance/develop going forward ?

Housemate Conflict?

	<p>Have an Issue? It may be best to wait until you are able to talk to with your housemates face to face about the issue rather than expressing your concerns over text. Even the best-intentioned notes sent through texts or social media can be construed as being hurtful or offensive.</p>
	<p>When you are able to speak with your housemates in person, find a quiet and private space to share/express your concerns after clearly determining what it is that has been upsetting you.</p>
	<p>When talking with your housemates it is best to use “i feel’ statements rather than “you” statements when expressing your concerns/feelings</p>
	<p>Example:</p> <p>I feel upset when I see piles of dirty dishes, after I try my best to always put mine away</p> <p>Or</p> <p>I feel upset when I get woken up late at night by the sound of video games as I have to get up early for rowing practice</p>
	<p>Activity listen and hear your housemates perspective/response before suggesting a possible solution that you all agree on. Express that you are willing to talk and work out a way going forward to address the issue with the involvement and acceptance of your housemates</p>



Roommate Agreements

By signing below, housemates acknowledge that the guidelines pertaining to their shared living arrangements listed above have been agreed upon and are expected to be followed by everyone. Housemates understand that should the need arise, they may re-enter into a cooperative discussion about any of the issues mentioned above or others that may arise throughout the year.

I _____ acknowledge that the guidelines pertaining to our shared living arrangements
(name)
listed throughout this agreement have been agreed upon as of _____.
(date)

Signature: _____.

I _____ acknowledge that the guidelines pertaining to our shared living arrangements
listed throughout this agreement have been agreed upon as of _____.

Signature: _____.

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listed throughout this agreement have been agreed upon as of _____.

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listed throughout this agreement have been agreed upon as of _____.

Signature: _____.

Trent University Student Housing

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 [trenthousing](https://www.instagram.com/trenthousing)

