

Best Practices to Utilize an Off-Campus Living Agreement

1. It is always best to fill out an agreement with your roommates or house-mates at the beginning of living together. (Do not wait until you have a disagreement).
2. It is important that you think about the topics listed below before you sit down with your roommate. This will ensure that you do not feel pressure to answer the questions in any particular way.
3. This can be a working document. For many people, this is their first time living in an apartment with others. Make a plan to revisit this document about every two months.
4. Do not limit yourselves to only discuss the topics listed below. There are plenty of things that might be important for you to discuss and this document is only a touchpoint to start the conversation.
5. The most important topic in this document is the Feedback section. It is important that you talk about how to give feedback because it is inevitable that disagreements will occur and you will need to give feedback at some point.
6. Hang the agreement in a place where it can be seen by everyone in the apartment. This way, it can be a constant reminder of the boundaries that you all share.
7. You are welcome to hand this document in at the Office of Student Affairs and we will keep it on file for one year. (Scan to OSA@Juilliard.edu)
8. The Juilliard Office of Student Affairs provides roommate mediation services for off-campus students. Check out our website for more information or email OSA@Juilliard.edu.

Off-Campus Living Agreement

Hard copies available in the Office of Student Affairs

Names of agreement participants _____

Monetary Agreement

How much will each person pay? _____

When? _____

Method of monetary transfer? _____

To Whom? _____

Allergies

Any allergens to be aware of? _____

Sleep

At what time should the common area of the apartment be quiet?

Weekends _____

Weeknights _____

Exceptions _____

Guests

Overnight guest? _____

Day guest? _____

Need permission from others? _____

How to ask? _____

How far in advance to ask? _____

Borrowing (Circle one)

Food *Always With permission Never*

Clothes *Always With permission Never*

Bed *Always With permission Never*

Cleaning Supplies
Always With permission Never

Laptop / Electronics
_____ *Always With permission Never*

_____ *Always With permission Never*

_____ *Always With permission Never*

_____ *Always With permission Never*

_____ *Always With permission Never*

_____ *Always With permission Never*

Cleaning

How will we decide who will clean?

How often will we clean? _____

Will we clean as a group or separately?

Feedback

How will we give each other feedback if something in this agreement is not working? _____

Pets (Circle one)

Short term *Yes With conversation No*

Long term *Yes With conversation No*

Comments: _____

Lease Breaking

If someone is interested in breaking a lease, who will be responsible for finding a new tenant?

Food

Will we purchase our own food? _____

Will we share any food? _____

Will we share any meals together? _____

Alone Time

Are there any specific times you do not want to be bothered? _____

How will you communicate those times? _____

Alcohol & Other Substances

Is it okay to have alcohol? _____

Is it acceptable to have other substances?

Note: You are welcome to keep this document on record by giving a scanned or hard copy to the Office of Student Affairs who will keep it for 1 year. We recommend that you hang a copy in a common area of the apartment as a constant reminder of the agreement. Continue on the back of this page with any additional agreements.