

## **Best Practices to Utilize a Roommate Agreement**

1. It is always best to fill out an agreement with your roommates or house-mates at the beginning of living together. (Don't 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. Don't let the topics in the agreement be the only topics talked about. 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 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. Just as 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](mailto:OSA@Juilliard.edu))
8. The Juilliard Office of Student Affairs is now providing roommate mediation services for off-campus students. Check out our website for more information or email [OSA@Juilliard.edu](mailto: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? \_\_\_\_\_

*Permission*

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 lessee?

\_\_\_\_\_

### 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.*