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)

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.
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? _____________________________

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

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

Cleaning
How will we decide who will clean? ____________________________
How often will we clean? _____________
Will we clean as a group or separately? ____________________________

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.