

# 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:

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Landlords

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Housemates/Tenants

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

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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 the larger room, or do they all pay the same amount?

☐ All tenants pay the same amount

☐ 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:

☐ Separately to landlord ☐ Collectively to landlord

If paid collectively to landlord, who will transfer rent payments before they are due?  
When/how will they be collected? For example, who will agree to collect rent before it  
is formally due and when? Establish how rent will be paid (e.g. cash, e-transfer or  
hand-written cheques).

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# FINANCIAL OBLIGATIONS & AGREEMENTS

## Utilities:

How do tenants plan to manage/pay for Utilities?

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

Utilities	Account Name	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 collectively 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 payments?	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 (good 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 will be responsible for finding a sublet
- ☐ No, the departing housemate will not be responsible for finding a sublet

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

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

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

- ☐ Yes, Sublets will have the same access and use of shared spaces/belongings as the absent tenant
- ☐ No, Sublets will not have the same access and use of shared spaces/belongings as the absent tenant

## **Will the 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 plan to stay over the summer months

## **Do housemates who plan 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 plan to stay during the summer months will pay for utilities on their own for the time being



# SAFETY & SECURITY

## Exterior doors will be locked when:

- ☐ 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 doors)
- ☐ Neither
- ☐ Other: \_\_\_\_\_

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

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

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## Are there any severe dietary restrictions to be aware of?

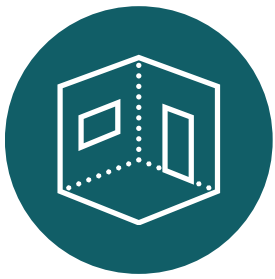
- ☐ Yes, there are severe dietary restrictions to address and respect
- ☐ No, there are no severe dietary restrictions to be mindful/respectful of

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

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# 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	Tech.	Paper Towel & Toilet Paper	Hand Soap			

**Note:** It may be worthwhile to do a property list to ensure that everybody knows which items belong to each roommate (good for insurance purposes)

**What expectations are there for shared belongings? For example, how will they be used or purchased? How often do they need replacing? Who is responsible for replacing them? What happens when something breaks/no longer works?**

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# SHARED BELONGINGS & SPACE

The use of shared spaces 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 e.g. bathrooms, living room, refrigerator, and cupboards:

What expectations do we have for these shared and/or private spaces? For example, how would you like to decorate and personalize the common spaces in your rental property? What will the bathroom or 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.

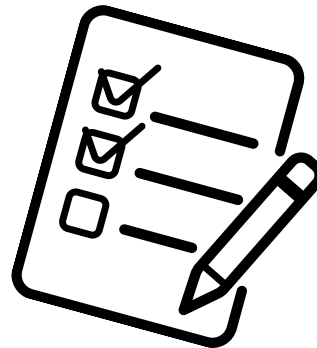
Housemate names	Looks "Lived in"	In the middle	Clean (like move in)

Housemates will clean our common spaces based on:

- ☐ A cleaning schedule
- ☐ An honour system
- ☐ Other: \_\_\_\_\_

Purchasing cleaning supplies will be:

- ☐ Shared responsibility (cost will be divided)
- ☐ Each of us buys our own supplies
- ☐ Other: \_\_\_\_\_



How will housemates ensure that garbage/recycling does not overflow? Will we have a garbage schedule? How often will roommates take out the garbage? Who will get new garbage bags?

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What are the rules about dirty dishes? \_\_\_\_\_

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# 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 house/apartment to be quiet at night:

- ☐ During the week: \_\_\_\_\_
- ☐ On weekends: \_\_\_\_\_

## Reasonable time for house/apartment to be quiet in the mornings

- ☐ During the week: \_\_\_\_\_
- ☐ On weekends: \_\_\_\_\_

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

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## How will housemates inform each other if it is too loud?

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## What times, and at what level, will TV/Music/Instruments be played?

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

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**Proper sleep & study schedules are important for your academic success, health, & well-being. Discuss sleep/study schedules with each other to ensure that all housemates' needs are met.**

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# RESPECT AND COMMUNICATION

**What is the best way to communicate as a collective group of individuals living together (e.g. text, phone, face-to-face, social media, etc.), and when is it necessary?**

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

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**How are we going to address a situation where a housemate does not adhere to this agreement?**

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**How are we going to make revisions to this agreement if needed?**

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**How are we going to approach one another if there is a problem or concern?**

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**Please indicate any other expectations or rules to be included in this housemate agreement:**

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# GUESTS & SOCIALS

## Are housemates comfortable with having guests over?

- ☐ Very Comfortable
- ☐ Somewhat Comfortable
- ☐ Not Comfortable

## How frequent can guests come over?

- ☐ Anytime during the week
- ☐ Only on weekends
- ☐ Other \_\_\_\_\_

### 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 or social gatherings (e.g. parties) being held at the rental property? How long in advance should you obtain 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) Family/friends: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B) Significant others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) Large social gatherings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D) Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PETS

**Are there any pets living in the rental unit?**

- ☐ Yes, there are pets
- ☐ No, there are no pets
- ☐ Sometimes there will be pets

**Are housemates comfortable with pets living or visiting the rental unit?**

- ☐ Very Comfortable
- ☐ Somewhat Comfortable
- ☐ Not Comfortable

**If pets are visiting, when will they be at the rental unit?** \_\_\_\_\_

# SAFE & LEGAL SUBSTANCE USE

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

- ☐ Yes, safe/legal substance use is permitted
- ☐ No, safe/legal substance use is not permitted

**If substance use is permitted, where can it take place?**

- ☐ Outside only (e.g. balcony, yard)
- ☐ Other:

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# 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 addressed immediately with respect and positive 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?



Have an issue? It may be best to wait until you are able to talk 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.



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.



When talking with your housemates, it is best to use “I feel” statements rather than “you” statements when expressing your concerns/feelings.



Example:

I feel upset when I see piles of dirty dishes after I try my best to always put mine away.

Or

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.



Actively 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.



# Roommate Agreements

By signing below, housemates acknowledge that the guidelines pertaining to their shared living arrangements listed in this agreement 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 in this roommate agreement or others that may arise throughout the year.

I \_\_\_\_\_ acknowledge that the guidelines of our shared living arrangement listed  
(name)  
throughout this roommate agreement have been agreed upon as of \_\_\_\_\_  
(date)

Signature: \_\_\_\_\_

I \_\_\_\_\_ acknowledge that the guidelines of our shared living arrangement listed  
(name)  
throughout this roommate agreement have been agreed upon as of \_\_\_\_\_  
(date)

Signature: \_\_\_\_\_

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Signature: \_\_\_\_\_

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(name)  
throughout this roommate agreement have been agreed upon as of \_\_\_\_\_  
(date)

Signature: \_\_\_\_\_

# Trent University Student Housing



[trentu.ca/housing](https://trentu.ca/housing)



[residence@trentu.ca](mailto:residence@trentu.ca)  
[offcampushousing@trentu.ca](mailto:offcampushousing@trentu.ca)



Trent University Student Housing



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