



## Winthrop University Comprehensive Roommate Agreement Template

This agreement is intended to help roommates establish clear expectations for living together off campus. While this document is not legally binding, it serves as a shared commitment to communication, respect, and accountability.

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

Lease Term: \_\_\_\_\_

Roommate Names: \_\_\_\_\_

Date Agreement Completed: \_\_\_\_\_

### 1. Financial Responsibilities

Monthly Rent Amount: \$ \_\_\_\_\_

How rent will be divided: \_\_\_\_\_

Rent due date each month: \_\_\_\_\_

Method of payment (online portal, check, etc.): \_\_\_\_\_

Utilities to be paid (electric, water, internet, etc.): \_\_\_\_\_

How utilities will be divided: \_\_\_\_\_

Who is responsible for submitting payments: \_\_\_\_\_

Plan if a roommate cannot pay on time: \_\_\_\_\_

### 2. Security Deposit

Total Security Deposit Paid: \$ \_\_\_\_\_

How deposit was divided: \_\_\_\_\_

Agreement regarding damage responsibility and deductions at move-out:

\_\_\_\_\_



### 3. Cleaning & Shared Space Expectations

Cleaning schedule (weekly, rotating, etc.): \_\_\_\_\_

Kitchen responsibilities: \_\_\_\_\_

Bathroom responsibilities: \_\_\_\_\_

Trash removal schedule: \_\_\_\_\_

Shared supply purchases (paper towels, soap, etc.): \_\_\_\_\_

### 4. Guests & Quiet Hours

Guest policy expectations: \_\_\_\_\_

Overnight guest limits: \_\_\_\_\_

Notification expectations before guests visit: \_\_\_\_\_

Quiet hours agreed upon: \_\_\_\_\_

### 5. Personal Property & Shared Items

Items that are shared (e.g., appliances, furniture): \_\_\_\_\_

Items that are personal and not to be shared: \_\_\_\_\_

Agreement regarding borrowing items: \_\_\_\_\_

### 6. Communication & Conflict Resolution

Preferred method of communication (text, group chat, in person): \_\_\_\_\_

Plan for addressing concerns respectfully: \_\_\_\_\_

Agreement to discuss issues before involving landlord: Yes / No

### 7. Safety & Security Expectations

Doors/windows locked when leaving: Yes / No

Sharing of keys or access codes: \_\_\_\_\_

Agreement regarding parties or large gatherings: \_\_\_\_\_



Emergency contact information shared among roommates: Yes / No

### 8. Move-Out Planning

Notice requirements understood: Yes / No

Cleaning expectations before move-out: \_\_\_\_\_

Agreement regarding shared damages: \_\_\_\_\_

Deposit return plan (if split): \_\_\_\_\_

### Final Commitment

We agree to uphold the expectations outlined in this document and to communicate openly if concerns arise. We understand that this agreement supports a positive and respectful living environment.

Roommate Signatures:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_