

## ROOMMATE AGREEMENT DOCUMENT

It is the expectation of University Apartments that this agreement will be filled out together, and that each of you will keep a copy of this agreement. Do this BEFORE deciding to live together.

### **This is not a form for the office.**

It is for the two of you to make decisions about your apartment.  
Discuss and initial each point. Do not move in if you cannot agree on these issues.

### **LEGAL OBLIGATION**

Do you both understand that once you are roommates, you are both responsible for the apartment rent, unless one roommate "Releases" the other one?

Do you both understand that if one roommate does not agree to "Release" the other roommate, you will both be responsible for the rent until the end of the lease?

### **MONEY**

#### **Security Deposit**

1. How much did each person pay for the security deposit?
2. If one person already paid the security deposit, does the other person have to pay them  $\frac{1}{2}$  of it when they move in?

#### **Rent**

3. How much is the monthly rent for the apartment?
4. **Each roommate is responsible for the entire rent for the apartment.** This means if one of you does not pay, the other one owes the entire amount. The disagreement would have to be worked out between the two of you.

Usually each person will pay  $\frac{1}{2}$ . Do you agree to do that?

#### **Late charges**

5. If one person pays on time, and the other person is late, who is responsible for the late fee?
6. Will one person collect the rent and pay it, or will both roommates pay Housing directly?

#### **For Eagle Heights and University Houses:**

- a. Will the Madison Gas and Electric (MG&E) bill be split equally?
- b. Whose name will be on the MG&E bills?

### **Sharing**

7. Will you each buy your own groceries and cleaning supplies, or will you share them?
8. Can kitchen items be shared?
9. Will there be a land-line telephone?

### **Eagle Heights and University Houses:**

- a. Who owns the furniture?
- b. If one person moves out, who will keep the furniture?

### **Visitors**

10. Are overnight visitors allowed?
11. Are there any restrictions on who can stay overnight?
12. If overnight visitors are allowed, how often can they stay?
13. Can overnight visitors stay in shared areas, or do they need to stay in the host's bedroom?
14. If people are visiting, at what time do you expect there to be quiet in the apartment?

### **Hours**

15. What time do you usually go to sleep or have quiet study time?
16. What time do you usually come home?
17. What time do you usually get up?

### **Cleaning**

18. How often do you expect dishes to be washed?
19. How often do you expect the shared areas (bathroom, living room, kitchen, stove, refrigerator, trash and recycling) to be cleaned?

### **Parking**

20. If only one person has a car, will shopping trips be made together?
21. If only one person has a car, will the roommate be allowed to drive it?

### **Eagle Heights and University Houses:**

- a. Who will get the free parking space?
  - b. If there are two cars, will the Paid Parking Permit cost be shared, or will the cost be one person's?
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22. Are there any other concerns or expectations you think you should discuss? For instance, are there dietary restrictions for the household? Will you get an air conditioner? What are the emergency contact names and phone numbers for each of you? If you live in a non-smoking building, do you both understand that guests will not be allowed to smoke in the apartment?