**ROOMMATE AGREEMENT FORM**

**Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Room/Apt #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please use the following document in this manner:

1. Respond to each question with your own preference, each roommate individually.
2. Examine and discuss the differences with your roommate(s).
3. Try to agree on a way to resolve those differences before conflicts arise, in a manner that will be satisfactory to all of you. This may involve compromise, so please be open and flexible, yet assertive of your own needs.

**Roommate 1**

Name

**Roommate 3**

Name

**Roommate 5**

Name

**Roommate 2**

Name

**Roommate 4**

Name

**COMMUNITY/PERSONAL PROPERTY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| My roommates may use these possessions of mine: |  | = Always |  | = With Permission |  |
| A | W | N |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **1** |  |  |  |  |  | **2** |  |  |  |  |  | **3** |  |  |  |  |  | **4** |  |  |  |  |  | **5** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Television | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Computer | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Video Games | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Stereo/iPod | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Furniture | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Dishes/Utensils | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Food | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Clothes | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  | Toiletries | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W | N |  | A |  | W |  | N |
|  |  |  | A | W | N |  | A | W | N |  | A | W | N |  | A | W | N |  | A | W | N |
|  |  |  | A | W | N |  | A | W | N |  | A | W | N |  | A | W | N |  | A | W | N |

= Never

**SECURITY AND PRIVACY**

I understand it is against University policy to give someone else my ID card. If theft or vandalism to property in the room/apartment results from my negligence, I understand that I might be held liable for the loss. Please initial:

|  |  |
| --- | --- |
| **1** | **2** |

**3**

**4**

**5**

**Discuss:** How will personal phone calls be handled? Can your roommate be in the room when you are on a private call? How will you inform them?

How much notice is needed?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discuss:** Anything thing else regarding security and privacy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CLEANLINESS**

|  |  |  |
| --- | --- | --- |
| KITCHEN (countertops, sink, microwave, refrigerator, etc.) | FLOORS (vacuuming, mopping, etc.) |  |
| **Will be cleaned:** | **Will be cleaned by:** | **Will be done:** | **Will be done by:** |
| ☐ Daily | ☐ Rotating Basis | ☐ Daily | ☐ Rotating Basis |
| ☐ Weekly | ☐ Whoever Sees it First | ☐Weekly | ☐ Whoever Sees it First |
| ☐ When needed | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ When needed | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| BATHROOM (shower, bathroom, vanity, etc.) | TRASH |  |
| **Will be cleaned:** | **Will be cleaned by:** | **Will be done:** | **Will be done by:** |
| ☐ Daily | ☐ Rotating Basis | ☐ Daily | ☐ Rotating Basis |
| ☐ Weekly | ☐ Whoever Sees it First | ☐Weekly | ☐ Whoever Sees it First |
| ☐ When needed | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ When needed | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| LIVING ROOM/COMMON AREAS (overall, furniture, etc.) | DISHES |  |
| **Will be cleaned:** | **Will be cleaned by:** | **Will be done:** | **Will be done by:** |
| ☐ Daily | ☐ Rotating Basis | ☐ Daily | ☐ Rotating Basis |
| ☐ Weekly | ☐ Whoever Sees it First | ☐Weekly | ☐ Whoever Sees it First |
| ☐ When needed | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ When needed | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Discuss:** Do you want/need a structured cleaning chart/schedule/calendar? If so, how will it be organized?

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**GENERAL ITEMS TO BE PURCHASED**

General supplies include: cleaning supplies, paper towels, toilet paper, etc.

**Discuss:** How will general items be used? Will they be available for everyone’s use? Will they be used for common areas and shared cleaning?

Who will pay for the general items? Will you take turns purchasing certain items or will all roommates put forth money for the purchases?

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**COMMON AREA USE**

Common areas will be used for:

☐ Socializing/Entertainment ☐ Studying ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discuss:** How will your cupboards, pantry, vanity and closets be organized/arranged?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**STUDYING**

|  |  |  |
| --- | --- | --- |
| THE TIME I PREFER TO STUDY IS: |  |  |
|  |  | Morning | Afternoon Evening 10pm-12am | 12am – 2am |
|  |  |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | **1** |  |
|  | **2** |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | **3** |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | **4** |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  | **5** |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  |  |  |



|  |  |  |  |
| --- | --- | --- | --- |
| I PREFER TO STUDY IN: |  |  |  |
|  | My Room | The Library The Lounge Lots of Places Other |
|  | ☐ | ☐ | ☐ | ☐ | ☐ |
| **1** |
| **2** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **5** | ☐ | ☐ | ☐ | ☐ | ☐ |

**Discuss:** What kind of behavior is acceptable when someone is trying to study? Music? TV? Phone Calls? Etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SLEEPING**

I typically go to sleep around

Every night on average I try to sleep

**1**

\_\_\_\_ pm/am

\_\_\_\_ hours

**2**

\_\_\_\_ pm/am

\_\_\_\_ hours

**3**

\_\_\_\_ pm/am

\_\_\_\_ hours

**4**

\_\_\_\_ pm/am

\_\_\_\_ hours

**5**

\_\_\_\_ pm/am

\_\_\_\_ hours

**Discuss:** What kind of behavior is acceptable when someone is trying to Sleep? Music? TV? Phone Calls? Etc. Is napping different? How so?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**VISITATION**

You are required to register your guests when they arrive to campus: *http://www.uwgb.edu/housing/current/guest/register.asp*

|  |  |
| --- | --- |
| I WILL BE EXPECTING OVERNIGHT GUESTS: |  |
|  | Never | Occasionally 1 per month 2-3 per month |
|  |  | ☐ | ☐ | ☐ | ☐ |
| **1** |  |
| **2** |  | ☐ | ☐ | ☐ | ☐ |
| **3** |  | ☐ | ☐ | ☐ | ☐ |
| **4** |  | ☐ | ☐ | ☐ | ☐ |
| **5** |  | ☐ | ☐ | ☐ | ☐ |
|  |  |

\*UWGB policy states overnight guests are permitted for up to three consecutive nights.\*

GUESTS WHO CAN STAY OVERNIGHT:

* Family
* Friends
* Significant Other
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERNIGHT GUESTS CAN STAY:

* In the common area
* In the bedroom of hosting resident
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| OVERNIGHT GUESTS ARE ALLOWED: | **Discuss:** How many guests can be in the room at one time? |
| ☐ Always | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ Never | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ Only after notification of \_\_\_\_\_ of day(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*You can only have overnight guests if all roommates agree.\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Discuss:** Are guests allowed to use other’s property? Shared facilities (shower, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discuss:** Are there restricted days & times to have a visitor?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discuss:** What guidelines need to be set for significant others?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Discuss:** Is notification needed for a daytime guest? If so, how much?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discuss:** For those areas where we differ on visitation preferences, we have decided to compromise in this manner (list areas and compromise):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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When I’m gone my roommate’s guest may use my:

Bed

Television

Computer

Video Games

Furniture

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

**1**

1. N A N A N A N A N A N A N

**2**

1. N A N A N A N A N A N A N

**3**

1. N A N A N A N A N A N A N

**4**

1. N A N A N A N A N A N A N

**5**

1. N A N A N A N A N A N A N

**Discuss:** Additional agreements and/or compromises:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DISCUSSION ITEMS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| ☐ Decorations in common areas | ☐ Preferred name and pronouns | ☐ Spiritual interests |
| ☐ Arrangement of furniture | ☐ How to confront each other | ☐ Family or cultural traditions/practices |
| ☐ Hygiene (showering/laundry) | ☐ Significant others/relationships | ☐ Alcohol, smoking, drugs, etc. |
| ☐ Level of cleanliness | ☐ Physical displays of affection/sexual behavior | ☐ Personal values |
| ☐ Noise level (what is loud) | ☐ Appropriate/offensive language | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

This list of discussion items is not complete. If anything arises at another point that you would like to know about your roommates, it is important that you ask them early. It is much easier to ask about something you are not sure about before it becomes a problem.

**More importantly don’t forget to talk about:**

* What are you like when you are upset or angry?
* How do you let people know when you are upset or angry?
* What cheers you up when you are not having a good day?
* When are times you would prefer to be alone?
* How do you act when you are stressed or pressured?
* What are your pet peeves or other things that annoy you?

Who we are and our view of the world is influenced by our background, religion, race/ethnicity, sexual orientation, values, etc. You are encouraged to reflect on how these affect who you are. Share with each other the degree that you are comfortable. Understand that these are deeply personal. Do not force your roommate to share items they are uncomfortable with and keep items shared confidential (do not share information with others).

Please discuss what is important to you and how that applies to guests as well. If anything is unclear, be sure to ask for clarification.

**ADJUSTMENTS**

If problems do occur, you and your roommate(s) must make all efforts necessary to solve the problems between yourselves. Your Resident Assistant is available to assist you with roommate issues at any time. Your residence life handbook outlines the appropriate steps to settle disputes in a satisfactory manner. The handbook can be found at http://www.uwgb.edu/housing/on-campus/terms/policies.asp.

Record any adjustments or problems you have agreed upon below.

**Date**

**Roommate Initials**

**RA/CA/AC**

**Comments**

**AGREEMENT**

*“We as roommates intend to abide by all the agreements we have made. We agree to be flexible and revise this form as it becomes necessary.”*

**Roommate 1**

Signature

**Roommate 2**

Signature

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Roommate 3** |  |  |  | **Roommate 4** |  |  |  |
|  | Signature |  |  | Signature |  |
|  |  |  |  |  |  |  |  |  |
|  | **Roommate 5** |  |  |  |  |  |  |  |
|  | Signature | Please return one agreement per room/apartment to your Resident Assistant |
|  |  |  |
|  | when you are finished. Your RA will return a copy to you shortly. Please display a copy where all roommates may view. |