

## ROOMMATE AGREEMENT - SUITES

In completing this agreement, the residents of this room agree to establish a positive living environment. By signing this agreement, each roommate agrees to abide by the terms and conditions established in the same manner as the housing policies published in the [University Housing Services Student Housing License Agreement](#).

### 5 Steps to Resolving Roommate Conflict:

1. Talk with your roommate
2. Seek RA Support
3. Be Open to a Roommate Mediation
4. Keep your RA Looped in on if Issues Continue
5. Speak to Your Area Coordinator

If conflicts arise that can't be resolved among roommates, Residence Life staff will facilitate mediation to help reach a mutual agreement.

Resident 1: \_\_\_\_\_

Resident 2: \_\_\_\_\_

Resident 3: \_\_\_\_\_

Resident 4: \_\_\_\_\_

## LIVING EXPECTATIONS

### Common Space Conditions

Preferences of windows/sliding doors: <i>Policy Reminder: Sliding glass doors and windows should be closed and locked when no one is in the suite</i>		
Agreed room temperatures on warmer days:	Agreed room temperature on colder days:	Agreed room temperature when sleeping:
Lights in the common spaces/bathroom/hallway: (i.e. Turn off the lights when not using the space)		

### Room/Sleeping Conditions

Will suitemates be allowed in other bedrooms with the resident is not there? (Yes/No)_____
Hours reserved for sleeping will be between ____ and ____.

When one of us is sleeping, we agree to the following conditions:

Lights in the common spaces/bathroom/hallway: (i.e. We agree to keep the kitchen light on overnight.)
Listening to Music/Watching TV: (i.e. we agree to use headphone when listening to music during the reserved sleeping hours)

## Communication

Decide best form of communication for the room (e.g., in-person, text message, phone call, whiteboard message etc.):

Fill in the blanks to complete the statement: If there is a disagreement, we agree to address it with each other through \_\_\_\_\_ (e.g., call, text, in-person conversation, etc.) within \_\_\_\_\_ amount of hours.

This section is for Suite Double/shared rooms only - Suite Bed \_\_\_\_\_ (A1/A2 OR C1/C2)

1- Minimal to no mess (*items are put away and organized in shared spaces, and there is not a mess left behind after use*)

2 - Minimal mess (*most items are put away and organized in shared spaces, and there are a few items that need to be put away in a timely manner*)

3 - Moderate mess (*items do not need to be organized or placed in a specific location, items can be put away at any point in a later time*)

Preferences of windows during the day -

**Policy Reminder:** Windows should be closed and locked when no one is in the room.

Lights in the room: (*i.e. Turn off the lights when not using the space*)

Are guests allowed in the room while one of the roommates is sleeping? \_\_\_\_\_

Will overnight guests be allowed in the room? \_\_\_\_\_

Will guests of a different gender be allowed in the room? \_\_\_\_\_

When a guest is visiting your roommate do you feel comfortable with guest in each other's bed space? \_\_\_\_\_

Can guest use the other roommates' belongings? \_\_\_\_\_

How much notice do you agree to give each other before inviting a guest over? (e.g., no notice is needed, a few hours notice, a few days notice, etc.) \_\_\_\_\_

When studying in the room, guest (will or will not) \_\_\_\_\_ be permitted.

During the week, we agree to allow guests in our room between the hours of (am - pm) \_\_\_\_\_.

During the weekend, we agree to allow guests in our room between the hours of (am - pm) \_\_\_\_\_.

## PERSONAL BELONGINGS EXPECTATIONS:

Decide items to be shared (e.g., TV, couch, computer, dishes, appliances, clothes, toiletries, groceries, etc.) Then discuss the terms for someone to use them. If you need more space, use the "Additional Notes/Discussion" section at the end of the agreement.

Can be used by roommates:		Can be used by guests:	
Item	Terms of Use	Item	Terms of Use
Ex. Dishes	Can be used, but must be washed right after use to prevent dishes stacking up.	Ex. Couch	Guests can use the couch, but must not put their shoes on the couch.

## Guest/Visitors

**Policy Reminder:** Overnight guests can stay no longer than three (3) consecutive days and two (2) nights in any given month. Overnight guests must not exceed ten (10) day/night visits per semester.

During the week, we agree to allow guests in our suite between the hours of \_\_\_\_\_.

During the weekend, we agree to allow guests in our suite **during** (am - pm) \_\_\_\_\_.

When studying in the common space, guest (will or will not) \_\_\_\_\_ be permitted in the common space.

Will guests of opposite gender be allowed to use bathroom in suite? (Yes/No) \_\_\_\_\_

Are guests allowed while one of the suitemates is sleeping? (Yes/No) \_\_\_\_\_

Will overnight guests be allowed in the Suite? (Yes/No) \_\_\_\_\_

What form(s) of communication do you agree to use when you would like to ask to bring a guest over to the room? (e.g., calling, texting, talking in-person, etc.) \_\_\_\_\_.

How much notice do you agree to give each other before inviting a guest over? (e.g., no notice is needed, a few hours notice, a few days notice, etc.) \_\_\_\_\_.

When a guest is visiting, which areas of the suite are you all comfortable allowing them access to? (e.g., common areas only, personal bedrooms, kitchen, etc.) \_\_\_\_\_.

**Additional notes on guests:**

## CLEANLINESS EXPECTATIONS

*Keeping your space clean is part of living in a respectful and healthy community. Please be mindful of shared spaces and always clean up after yourself.*

**Please Note:** In the event that your designated area or shared spaces are left excessively dirty upon move-out, you may be charged a cleaning and damage fee. Charges will begin at \$100.00 and may increase depending on the extent of the cleaning required.

*Recommended Cleaning Schedule:*

Daily	Weekly	Monthly
<ul style="list-style-type: none"><li>• Pick Up Clothing</li><li>• Pick Up Items From the Floor</li><li>• Clean and Put Away All Dishes</li><li>• Throw Out the Trash into Dumpsters</li><li>• Wipe Down Kitchen Counter and Stove Tops</li><li>• Sweep Kitchen Floor</li><li>• Use Fan When Showering</li><li>• Throw out food waste</li></ul>	<ul style="list-style-type: none"><li>• Vacuum/Sweep/Mop/Dust all Bedrooms and Common Spaces</li><li>• Clean the Microwave</li><li>• Wash and Change Sheets</li><li>• Do Your Laundry</li><li>• Clean and Disinfect the Shower</li><li>• Clean the Toilet Bowl and Surrounding Areas</li><li>• Clean Sink Area and Mirror</li><li>• Open window and sliding door for at least one hour to air out unit.</li></ul>	<ul style="list-style-type: none"><li>• Clean and Disinfect the Fridge</li><li>• Declutter Your Room</li><li>• Dust/Wipe Windows and Blinds</li><li>• Clean Shower Curtain</li></ul>

- 3 - Minimal to no mess (*items are put away and organized in shared spaces, and there is not a mess left behind after use*)  
 4 - Minimal mess (*most items are put away and organized in shared spaces, and there are a few items that need to be put away in a timely manner*)  
 5 - Moderate mess (*items do not need to be organized or placed in a specific location, items can be put away at any point in a later time*)

### Common Space/Living Room

We agree to maintain the following cleanliness level \_\_\_\_ in the shared living room/common space.

We agree to vacuum and clean the shared living room/common space on a (*i.e. Daily/Weekly*) \_\_\_\_\_ basis.

### Kitchen

We agree to the following cleanliness level \_\_\_\_ in the kitchen area (*if applicable*).

We agree to clean out the fridge of old food on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to clean out and wipe down the fridge on a (*i.e. Weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to mop the kitchen floor on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to wash dishes (*i.e. as soon as they are used/daily*) \_\_\_\_\_.

We agree to throw out the garbage on a (*i.e. Daily/weekly/bi-weekly*) \_\_\_\_\_ basis.

**Please explain, in detail, how these task will be distributed among al suitemate (*i.e. weekly cleaning schedule, weekly rotation of tasks, a scheduled time all suitemates will complete their task*)**

**EX:** Roommate A & B will clean & maintain the common space/living room one week; while Roommates C & D will clean/maintain the kitchen. Each suite mate will be responsible for washing any dishes or cooking utensils they use.

### A/B Bathroom:

We agree to the following cleanliness level \_\_\_\_ in the shared bathroom areas.

We agree to clean and wipe down our shower on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to clean the toilet bowl on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to sweep and mop the bathroom floor on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to clean the sink and bathroom counter on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to leave the FAN on after we shower for a **minimum** of \_\_\_\_\_ minutes to help with moisture ventilation.

### C/D Bathroom:

We agree to the following cleanliness level \_\_\_\_ in the shared bathroom areas.

We agree to clean and wipe down our shower on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to clean the toilet bowl on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to sweep and mop the bathroom floor on a (*i.e. Daily/weekly/bi-weekly/monthly*) \_\_\_\_\_ basis.

We agree to clean the sink and bathroom counter on a <i>(i.e. Daily/weekly/bi-weekly/monthly)</i> _____ basis.
We agree to leave the <b>FAN</b> on after we shower for a <b>minimum</b> of _____ minutes to help with moisture ventilation.
<p><b>Please explain, in detail, how these tasks will be distributed among all suitemate</b> <i>(i.e. weekly cleaning schedule, weekly rotation of tasks, a scheduled time all suitemates will complete their task)</i></p> <p><i>EX: Roommate A/C will clean the bathroom one week, while Roommate B/D will clean the bathroom the following week. If mediation to clean schedule it needed, suitemate will communicate the accommodations at least a week prior to their designated cleaning week.</i></p>
<p><b>Please explain, in detail, How will shopping for cleaning supplies be conducted?</b> Will any items be purchased as communal property? How will community items be purchased? How will the cost be split and collected? If communal, who will oversee replacing cleaning supplies once more is needed?</p>

## THIS SECTION IS FOR SUITE DOUBLE/SHARED ROOMS ONLY

SUITE BED \_\_\_\_\_ (A1/A2 OR C1/C2)

1 - Minimal to no mess <i>(items are put away and organized in shared spaces, and there is not a mess left behind after use)</i>
2 - Minimal mess <i>(most items are put away and organized in shared spaces, and there are a few items that need to be put away in a timely manner)</i>
3 - Moderate mess <i>(items do not need to be organized or placed in a specific location, items can be put away at any point in a later time)</i>
We agree to maintain the following cleanliness level _____ for the room floor.
We agree to maintain the following cleanliness level _____for the entire room.
We agree to vacuum and clean the room on a <i>(i.e. Daily/Weekly)</i> _____ basis.
We agree to take out the room trash on a <i>(i.e. Daily/Weekly)</i> _____ basis.
We agree to clean out the fridge of old food on a <i>(i.e. Daily/weekly/bi-weekly/monthly)</i> _____ basis.
We agree to clean out and wipe down the fridge on a <i>(i.e. Weekly/bi-weekly/monthly)</i> _____ basis.

Please explain, in detail, how these tasks will be distributed among all roommates (i.e. weekly cleaning schedule, weekly rotation of tasks, a scheduled time all suitemates will complete their task)

Additional notes for cleanliness expectations in shared rooms:

**ADDITIONAL TOPICS FOR DISCUSSION:**

Does anyone need to share any allergies, medical conditions, or spiritual/religious practices?

What activities/behaviors will not be accepted in the room/suite (e.g., pet peeves)?

**ADDITIONAL NOTES/DISCUSSION:** *If there is anything you and your roommates would like to agree upon that was not listed on the form, please list it below.*

## EMOTIONAL SUPPORT ANIMAL ACKNOWLEDGMENT

Review the 25-26 ESA agreement with your roommates and RA. Discuss and collaborate on the topics below to create agreed conditions regarding the ESA living in the units.

The 2025-2026 ESA Agreement is linked for your reference.

[2024-2025 ESA Agreement](#)

We, the undersigned roommates, acknowledge that an **Emotional Support Animal (ESA)** belonging to \_\_\_\_\_ will be present in the shared living unit. This section outlines our mutual understanding and agreement regarding the presence of the ESA to ensure a respectful and comfortable living environment for all residents.

Are there any areas of the living space where the ESA is/ is not allowed? ( <i>i.e. on the owner's area of the room. The ESA is not allowed on the bed of other roommates.</i> )
Do all roommates feel comfortable with the ESA approaching them? If not, please explain what the owner will do to prevent this.
How will any noise (barking, meowing, etc.) or disruptions caused by the ESA be addressed?
How will accidental damage caused by the ESA to shared property or other roommates' property be handled?
<b>Fill in the blanks to complete the statement:</b> If there is a concern regarding the ESA, we agree to address it with each other through _____ (e.g., call, text, in-person conversation, etc.) within _____ amount of hours.
<b>List any procedures the owner of the ESA will commit to maintain the cleanliness and grooming of the animal. Also include commitment ensure the safety and well-being of all roommates.</b> ( <i>i.e. I _____, the owner of the ESA dog, commit to giving my dog a bath every week. I commit to brushing and grooming my dog everyday to prevent excessive shedding. I will take my dog on a walk twice a day, once before my first class and once after my last class.</i> )

Your signature below indicates and acknowledges that all roommates agree to the conditions stated above. It also indicates that all roommates have reviewed and discussed the ESA Agreement with the Resident Advisor.

Resident 1: \_\_\_\_\_

Resident 2: \_\_\_\_\_

Resident 3: \_\_\_\_\_

Resident 4: \_\_\_\_\_

## Signatures

By signing below, we acknowledge that we have read, understood, and agreed to abide by the terms outlined in this Roommate Agreement.

We understand that this agreement is intended to promote a respectful, cooperative, and comfortable living environment for all roommates. We agree to communicate openly, work collaboratively, and follow the **5 Steps to Resolving Roommate Conflict** if a conflict is to arise.

### **5 Steps to Resolving Roommate Conflict:**

1. *Talk with your roommate*
2. *Seek RA Support*
3. *Be Open to a Roommate Mediation*
4. *Keep your RA Looped in on if Issues Continue*
5. *Speak to Your Area Coordinator*

This agreement is entered into voluntarily by all parties and will remain in effect for the duration of our shared living arrangement, unless modified by mutual consent.

Resident 1: \_\_\_\_\_

Resident 2: \_\_\_\_\_

Resident 3: \_\_\_\_\_

Resident 4: \_\_\_\_\_

Name of RA Who Facilitated the Agreement: \_\_\_\_\_

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