Roommate agreement

Rent, bills, shared costs and house rules, written down before they become a problem

How to use this: fill in the blanks together, tick the options you agree on, cross out anything that does not apply, and have everyone sign. Keep a copy each. This is a plain-language agreement between roommates. It is not legal advice, and it does not replace or change your lease or the law where you live.

1. The basics

Address of the home: _____

This agreement starts on (date): _____

It runs until (date, or "the end of the lease"): _____

Landlord or property manager, and how to reach them: _____

Roommate (full name)	Phone or email	On the lease?	Room

2. Rent

Total monthly rent: _____

Rent is due to the landlord on (day of the month): _____

We split the rent like this. If the rooms are not equal, a bigger room, a private bathroom or a parking spot can carry a bigger share. The shares should add up to 100 percent.

Roommate	Share of rent (%)	Amount per month	Pays by (day)
Total	100%		

How the rent reaches the landlord:

[ ] Each of us pays our share directly to the landlord.

[ ] One of us pays the full rent, and the others send their share to that person at least _____ days before it is due. That person is: _____

[ ] Other: _____

If the rent is late because one of us paid late, that person pays any late fee. If someone cannot pay on time, they tell the others at least _____ days before the rent is due.

3. Security deposit

Total deposit paid to the landlord: _____

Roommate	Amount paid toward the deposit

When the deposit comes back, each of us gets back what we paid in, after deductions. A deduction for damage that one person caused comes out of that person's share. Deductions for normal shared cleaning or wear are split the same way as the deposit.

If one of us moves out early and is replaced, the new roommate pays the deposit share to the person leaving, unless we agree otherwise here: _____

4. Utilities and recurring bills

List every bill, whose name is on the account, and how it is split. Most households split utilities equally, because measuring who used what is rarely possible.

Bill	Account in the name of	Split (equal, or shares)	Due
Electricity			
Gas or heating			
Water and trash			
Internet			
Subscriptions			

Whoever has a bill in their name pays it on time. The rest of us pay back our share within _____ days of being told the amount. If a bill is much higher than usual because of one person, for example a space heater or a long-stay guest, we talk about it before the bill is split, not after.

5. Groceries and shared purchases

Food:

[ ] We each buy our own food.

[ ] We share basics (for example cooking oil, spices, coffee, milk) and buy the rest separately.

[ ] We share all groceries and split the cost equally.

Household supplies such as toilet paper, cleaning products and trash bags are shared and split equally. Anyone can buy them when they run out and log the cost.

A shared purchase over _____ needs everyone to agree first. For furniture, appliances and other things that last, we write down who paid what:

Item	Cost	Who paid, and how much each	Who keeps it when we move out

If one person keeps a shared item when the household ends, they pay the others their share of what we agree it is worth at that point.

6. Keeping track and settling up

Shared costs go in one place that all of us can see, on the day they are paid, with the amount, who paid and what it was for. We keep receipts or photos of them for anything over _____.

Where we keep the record (shared spreadsheet, app, notebook):

_____

We settle up once a month, by the _____ of the month. Whoever owes money pays it within _____ days of settling up. Rent is settled before it is due, not after.

7. Moving out early and subletting

Anyone who wants to leave before the end date gives the others at least _____ days of notice in writing. Until a replacement moves in, or until the end date, the person leaving still owes their share of the rent and of the fixed bills, unless we agree otherwise.

A replacement roommate or a subletter needs the agreement of everyone who is staying, and of the landlord where the lease requires it. The person leaving helps look for one.

Before leaving, the person pays everything they owe for shared costs up to their last day and leaves their room clean and empty.

8. Guests

Overnight guests are welcome for up to _____ nights in a row and _____ nights a month. Longer stays need everyone to agree first. We give the others a heads-up before a guest stays over.

A guest who stays more than _____ nights in a month contributes to utilities and shared supplies, or the roommate who invited them covers it.

Each of us is responsible for our own guests, including any damage they cause.

9. Cleaning and chores

Everyone cleans up after themselves in shared spaces the same day. The shared jobs rotate:

Job	How often	Who, or how it rotates
Kitchen		
Bathroom		
Living room and floors		
Trash and recycling		

10. Living together

Quiet hours on weeknights: _____

Quiet hours on weekends: _____

Parties or gatherings (how much notice, how often): _____

Pets (which, and who pays for damage or extra cleaning):

_____

Smoking and vaping (where, if anywhere): _____

Parking and storage (who gets which space): _____

Thermostat range, and anything else: _____

We ask before borrowing each other's things or eating each other's food, and we do not go into each other's rooms without permission.

11. Disagreements and changes

If something is not working, we raise it early and in person, with everyone involved. We review this agreement together every _____ months and whenever someone moves in or out.

Any change to this agreement is written down, dated, and agreed by all of us.

12. Signatures

We have read this agreement, filled it in together, and agree to follow it.

Name	Signature	Date

Free roommate agreement template from HippoSplit, expense splitting as easy as texting. For the shared costs in sections 4 to 6, HippoSplit gives your household a group chat: type a bill or post a photo of the receipt, and it logs and splits it. [Try it free: hipposplit.com](hipposplit.com)