

ROOMMATE RESPONSIBILITY AGREEMENT

Date of Agreement: _____

Property Address: _____

Master Tenant (Original Lease Holder): _____

Roommate (Subtenant): _____

Lease Term: This agreement starts on _____ and ends on _____.

1. RENT PAYMENT

The Roommate agrees to pay their share of the monthly rent in the amount of \$_____.

This payment is due on the _____ day of every month.

- **Payment Method:** (Circle one) Cash / Check / Venmo / Bank Transfer.
 - **Late Fee:** If rent is more than ____ days late, the Roommate agrees to pay a late fee of \$_____.
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2. SHARED UTILITIES & BILLS

The Roommate agrees to pay an equal share (____% **or 1/**__) of the following monthly bills:

- ☐

Electricity

- ☐

Water / Sewer

- ☐

Gas

- ☐

Internet / Cable

- ☐

Trash Removal

Payment due date for utilities: Within ____ days of receiving the bill.

3. SECURITY DEPOSIT

The Roommate has paid a security deposit of \$_____ to the Master Tenant.

This deposit will be held to cover any damages caused by the Roommate or unpaid rent.

Return of Deposit: Within ____ days after the Roommate moves out, the Master Tenant will return the deposit, minus any deductions for damages or unpaid bills.

4. SHARED RESPONSIBILITY FOR DAMAGES

- **Joint Responsibility:** The Roommate agrees to be equally financially responsible for any damage to the property (walls, floors, appliances, furniture, or fixtures) that occurs **during their stay**, except for normal "wear and tear" (like small scuffs or faded paint).
- **Common Areas:** The Roommate is equally responsible for the cleanliness and condition of shared spaces (living room, kitchen, bathroom, hallways).
- **Deductible Split:** If the Master Tenant's security deposit is withheld by the main landlord due to damage caused during the Roommate's stay, the Roommate agrees to reimburse the Master Tenant for their equal share (___%) of that loss.
- **Major Accidents:** If the Roommate personally breaks an item (e.g., a window, a toilet, or the Master Tenant's personal property), the Roommate agrees to pay for the full repair or replacement cost, regardless of this "shared" clause.

5. MONTHLY PROFESSIONAL CLEANING (NEW – BUILT IN)

To keep the shared living spaces clean without arguments, both parties agree to hire a professional cleaner **once per month**.

- **Cost:** The total cost (typically ___) will be split equally between all roommates.
- **Schedule:** The cleaning will take place on the _____(e.g., first Saturday) of each month.

- **If a roommate refuses to pay their share:** That amount will be deducted from their security deposit or treated as unpaid rent.
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6. HOUSE RULES & CLEANING STANDARD

- **Daily Standard:** The kitchen sink must be clear of dirty dishes by **10:00 PM** each night. Trash and recycling will be taken out when the bin is full, but no less than once per week.
 - **Weekly Standard:** Each roommate is responsible for wiping down the bathroom sink and toilet once every 7 days.
 - **Sunday Reset:** Every Sunday at **7:00 PM**, all roommates will spend **15 minutes together** tidying the common areas (wiping counters, sweeping, taking out trash) to reset for the week.
 - **Guests:** Overnight guests are allowed for up to ____ consecutive nights, unless both roommates agree in writing to extend this.
 - **Quiet Hours:** Quiet hours are from _____ PM to _____ AM on weeknights.
 - **Pets:** (Check one) ☐ Pets Allowed (with additional deposit) / ☐ No Pets Allowed / ☐ Service Animals Only (by law).
 - **Smoking:** (Check one) ☐ Smoking Allowed Outside Only / ☐ Strictly No Smoking.
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7. KEYS, LOCKOUTS & SECURITY

- Each roommate will receive ____ sets of keys.
- If keys are lost, the roommate pays for the full replacement cost.

- If a roommate locks themselves out and requires the other to return home early to let them in, they agree to pay a \$_____ **inconvenience fee** to the person who had to come back.
-

8. NOTICE TO MOVE OUT

If the Roommate wants to move out before the end date listed above, they must provide at least ____ days of **written notice**.

If they leave early without notice, they are still responsible for their share of the rent until a new replacement roommate is found.

9. MASTER TENANT'S RIGHT TO TERMINATE

If the Master Tenant is forced to end the main lease with the landlord for any reason outside of this agreement, this sublease will terminate immediately.

The Roommate's security deposit will be refunded in full within 7 days, and prorated rent will be returned for any unused days.

10. GOVERNING LAW

This agreement is made under the laws of the state of _____. If any part of this agreement is unenforceable, the rest of the agreement remains valid.

SIGNATURE PAGE (FOR ONE OR MORE ROOMMATES)

By signing below, we agree to all the terms and conditions written above. We have each received a copy of this agreement.

Roommate Name (Print)

Signature

Date

EXTRA SPACE FOR CUSTOM TERMS & CONDITIONS

(Use this for parking spots, food-sharing rules, thermostat settings, or any other personal agreements.) For example: No borrowing personal items – clothes etc...

1.

2.

3.

4.

5.

NOTE: Each roommate gets their own individual contract – no exceptions - PERIOD!

BONUS REMINDER (Not part of the contract, but vital):

Before anyone moves in, walk through the entire apartment with your phone camera and take **time-stamped photos** of every wall, floor, appliance, and piece of furniture. Attach those photos to the back of this contract. That way, pre-existing scratches can never be blamed on the new roommate.

PRE-MOVE-IN INSPECTION SHEET

(To be completed together **before** the Roommate moves in)

Property Address: _____

Date of Inspection: _____

Instructions: Walk through every room together. For each item below, check one box:

- **[OK]** = No damage, clean, and working properly.
- **[DAMAGED]** = Describe the exact issue in the "Notes" column (e.g., *"scuff mark on lower left wall"* or *"stain on carpet near closet"*).

ROOM / AREA	ITEM TO CHECK	CONDITION (Check One)	NOTES (Describe any damage)
LIVING ROOM	Walls & Paint	☐ OK ☐ Damaged	_____
	Flooring (Carpet/Wood/Tile)	☐ OK ☐ Damaged	_____
	Windows & Screens	☐ OK ☐ Damaged	_____

ROOM / AREA	ITEM TO CHECK	CONDITION (Check One)	NOTES (Describe any damage)
KITCHEN	Light Fixtures / Ceiling Fan	☐ OK ☐ Damaged	_____
	Doors & Doorknobs	☐ OK ☐ Damaged	_____
	Countertops	☐ OK ☐ Damaged	_____
	Cabinets (Inside & Out)	☐ OK ☐ Damaged	_____
	Sink & Faucet	☐ OK ☐ Damaged	_____
	Stove / Oven (Top & Inside)	☐ OK ☐ Damaged	_____
	Refrigerator (Inside & Out)	☐ OK ☐ Damaged	_____
	Flooring	☐ OK ☐ Damaged	_____
BATHROOM	Walls & Paint	☐ OK ☐ Damaged	_____
	Toilet (Bowl, Tank, Seat)	☐ OK ☐ Damaged	_____
	Sink, Faucet &	☐ OK ☐	_____

ROOM / AREA	ITEM TO CHECK	CONDITION (Check One)	NOTES (Describe any damage)
BEDROOM (Roommate's)	Mirror	☒ Damaged	
	Shower / Bathtub (Tile, Grout, Drain)	☐ OK ☐ Damaged	
	Flooring	☐ OK ☐ Damaged	
	Exhaust Fan / Light	☐ OK ☐ Damaged	
	Walls & Paint	☐ OK ☐ Damaged	
	Flooring	☐ OK ☐ Damaged	
	Windows & Screens	☐ OK ☐ Damaged	
	Closet (Door, Shelves, Rod)	☐ OK ☐ Damaged	
	Light Fixture / Ceiling Fan	☐ OK ☐ Damaged	
	HALLWAYS / ENTRY	Walls & Paint	☐ OK ☐ Damaged
Flooring		☐ OK ☐ Damaged	

ROOM / AREA	ITEM TO CHECK	CONDITION (Check One)	NOTES (Describe any damage)
	Front Door & Lock	☐ OK ☐ Damaged	_____
APPLIANCES & FURNITURE (if provided by Master Tenant)	(List specific items, e.g., Couch, TV Stand, Microwave)	☐ OK ☐ Damaged	_____
		☐ OK ☐ Damaged	_____
		☐ OK ☐ Damaged	_____
		☐ OK ☐ Damaged	_____
OTHER / EXTRAS	Smoke / CO Detectors	☐ OK ☐ Damaged	_____
	Thermostat / AC Vents	☐ OK ☐ Damaged	_____
	Patio / Balcony (if applicable)	☐ OK ☐ Damaged	_____

PHOTO LOG (Strongly Recommended)

Take **time-stamped photos** (use your phone's camera settings) of any item you marked as **[DAMAGED]**. Write the photo numbers below for easy reference.

Item Damaged	Photo #(s) on my phone	Item Damaged	Photo #(s) on my phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURES

By signing below, we both confirm that we walked through the property together and agree that the "Notes" column accurately reflects all existing damage. We have both received a copy of this inspection sheet.

Role	Name (Print)	Signature	Date
Master Tenant	_____	_____	_____
Roommate	_____	_____	_____

Final Pro-Tip for the Walkthrough:

Do this *before* the roommate brings a single box into the house. Do it with both of you standing in the room together. **Do not rush**—if you see a tiny nail hole, write it down. **The more detailed you are now, the smoother the move-out will be.**