



INDIANA UNIVERSITY
SOUTH BEND

APARTMENT-MATE AGREEMENT

This Apartment-mate Agreement allows you and your apartment-mates to discuss potential issues and develop compromises for the common space in your apartment. As you work on this agreement, **be as specific as possible** in order to avoid disagreements in the future. After you complete this agreement, your RA will sign it and provide a copy for the apartment. This form is a work in progress, and can be revisited at any time. Your Residence Coordinator will keep a copy of this agreement on file if you need to obtain another copy. **FEEL FREE TO ADD ADDITIONAL SHEETS.**

BATHROOMS

- Will there be a schedule for cleaning the bathrooms? _____
- How will we go about purchasing things such as toilet paper, cleaning supplies, etc. for the bathroom? _____
- Is it okay to share each other's bathroom supplies such as shampoo and soap? _____
- Where will we keep our bathroom supplies? _____
- How will we work out a schedule for who uses the bathroom when? _____
- Can visitors use either bathroom, or only the one their host uses? _____

KITCHEN

- Will there be a schedule for cleaning the kitchen? Who will do the dishes, take out the garbage, and clean the stove and countertops? _____
- Will we buy all of our own food, or are there items that we will share? _____
- Can we share dishes, pots & pans, and utensils? _____
- How will we share cupboard and refrigerator space? _____
- When is it okay to have friends over for meals? Is advance notification needed? _____
- How will we address it if friends/guests eat each other's food? _____
- Are there times when we will plan to have meals together as apartment mates? _____

LIVING ROOM/DINING AREA

- Will there be a schedule for cleaning the living room/common area? _____
- When and how should we use the living room/common area? How do we decide what we watch on TV when? _____
- What are our expectations around having social gatherings in the apartment? (Planning, notifying each other, crowd control, etc.) _____
- How do we want to handle confronting apartment-mates who are being noisy in the common area? _____

VISITATION

- When can we have visitors? _____
- Can guests stay overnight? Weekdays or Weekends? _____
- Can our visitors be male, female, family, significant others? _____
- Can guests use other roommates' beds and/or belongings while they are visiting? _____
- If your visitors are bothering your roommate(s), how would you like to be addressed? _____

STUDY TIME

- Will there be specific study times? _____ YES _____ NO (Please Check One)
 - If yes, when? _____
- Will our apartment/bedroom door be open or closed while we are studying? _____ OPEN _____ CLOSED(Please Check One)
- Will our stereo/TV be on or off while we are studying? _____ ON _____ OFF (Please Check One)
- Can we have guests while one or more of us are studying? _____ YES _____ NO (Please Check One)
- If we are studying/working with a group, can we use the apartment or should we use a public space? _____
- What takes priority in the apartment, studying or socializing? _____



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- How much time each week will be spent studying in the apartment? Are we willing to compromise and use the study lounge (community building) or library at times? _____

QUIET HOURS

- Although we must abide by Housing and Residence Life quiet hour policy, what time of the day do we expect things to start quieting down in our room/apartment? _____
- What will happen if our apartment is confronted about noise? _____
- What is an appropriate volume level for TV and music? _____
- How do we feel about early morning noise like hair drying, music, eating breakfast, etc.? _____
- What time do you feel is too early or too late to make and receive a phone calls? _____

PERSONAL PROPERTY

- These are things we are OK with sharing: _____
- These are things we AREN'T OK with sharing: _____

CLEANING

- Will there be some sort of cleaning schedule? _____
- Who will clean what? _____
- How will we confront another roommate about a mess? _____
- How neat and clean do you like things to be? _____

BEHAVIOR

- What is acceptable/unacceptable behavior in our room/apartment? _____
- Do you want to be included in your roommate(s) social activities? _____ When do you need privacy? _____

COMMUNICATION

- How will we talk with one another when we have a problem? _____
- How do we prefer to be confronted? _____
- How will we take messages for each other if someone stops by? _____

SLEEPING

- Are we early risers, night owls, heavy sleepers, or light sleepers? _____
- When we are sleeping, is it ok to have the lights on, use the computer, watch TV, or listen to music? _____
- What happens if someone is sleeping through the alarm? _____ Do you use snooze? _____
- How will we accommodate each other's sleeping schedules? _____

SECURITY

- Who do we let into the apartment? _____
- How do we feel about keeping our room doors and/or doors into the hallway open? _____

STORAGE SPACE

- How will we divide and share the use of the storage space? _____
- Can we agree to avoid putting trash or other objects on the porch/balcony to avoid charges? _____

ADDITIONAL COMMENTS OR TOPICS TO BE COVERED:

We agree to the above guidelines,		Date: _____
Apartment-mate #1: _____	Apartment-mate #2: _____	
Apartment-mate #3: _____	Apartment-mate #4: _____	
Building & Apartment #: _____	RA Signature: _____	



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STEP – BY – STEP FILLING OUT YOUR APARTMENT AGREEMENT

1. Before filling out your apartment agreement, take some time to get to know your apartment-mates a little better. Go to dinner, talk about your backgrounds and your interests, and use some of the questions outlined in this guide. The more you know a person, the easier it will be to talk about issues and concerns.
2. Take some time to think about your living style, and what your expectations are for your apartment-mates. Think about what areas you really want your apartment-mates to be aware of, and what your priorities are. Set yourself up to be willing to compromise on those issues that you may disagree on.
3. Sit down with your apartment-mates and go through the apartment agreement **WITHOUT** writing anything down. This way, you can talk about what you are comfortable with, and then write down the conclusion when you are sure you have reached an agreement.
4. Write down what you have decided on the agreement. ***Be as specific as possible.*** The less ambiguity, the easier it will be to revisit the agreement if conflicts arise.
5. After you complete the agreement, decide on a time when you will revisit the information you have decided upon. A good time frame is 5-6 weeks later. This way you will be able to make changes as your lifestyle, interests, and viewpoints change throughout the year. This also ensures that there will be time to formally address any concerns that may arise. It is ok to make changes to your agreement throughout the year.
6. Once you have decided on a future date to review your agreement, write it at the top of your agreement, and turn in a copy to your RA. S/he will read it over, and make sure that you have been specific enough in your details in case an issue arises.

HELPFUL TIPS FOR A SUCCESSFUL CONVERSATION

1. The Apartment Agreement will bring up a variety of issues that you may not have thought off. Not only will you need to compromise with your roommate, you will also need to work with your apartment-mates to work through any concerns that may arise.
2. Following are some tips and thoughts to consider while filling out your roommate/apartment agreement(s).
3. Make sure that everyone is present for the meeting.
4. Treat your apartment-mate(s) with the same courtesy, understanding, and consideration with which you would like to be treated.
5. Respect your room/apartment-mate(s) as a person/people. Not everyone has the same values, background, lifestyle, religion, race, sexual orientation, ability, personal taste, or ways of doing things. That is ok.
6. Really listen when your room/apartment-mate(s) shares information or make(s) a request.
7. Put real effort into building a relationship with your room/apartment-mate(s), and understand that it takes time and hard work.
8. Be honest about your needs and be assertive, yet respectful, about voicing them. Your room/apartment-mate(s) can't read your mind, so you may need to explain what you are thinking.
9. Share concerns early! Don't wait for them to escalate and become larger issues than they actually are.
10. Watch your moods. Do not take a bad mood out on your room/apartment-mate(s). If you would rather not talk, say so in a tactful way, and plan a time in the near future to discuss whatever is on your room/apartment-mate's mind.
11. Be willing to compromise, and demonstrate your willingness to make things work. Your willingness to compromise now will encourage your room/apartment-mate(s) to compromise later.
12. Share your concerns with your room/apartment-mate(s) and your RA, but not the rest of the floor/entryway.
13. Spreading word of your problems with others on the floor/entryway will only make your issues worse.