Roommate Kit

Finding people you can live with, the shared lease, and the money, cleaning and house rules, settled in writing before anyone moves in.

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If you only read one page

On most shared leases every signer owes the whole rent. Choose roommates with that in mind, and settle everything in writing before anyone moves in.

1. **Know which lease it is.** One joint lease, one per bedroom, or a sublet. Each puts the risk in a different place.
2. **Every signer owes the whole rent.** If a roommate stops paying, the landlord can collect from the rest of you, and often from a guarantor.
3. **See it before you pay.** Never wire money, buy gift cards or send cryptocurrency for a place you have not seen.
4. **Look them up, and expect to be looked up.** A profile shows how someone lives. Make yours match what you say.
5. **Talk through the week before you sign.** Work from home, guests, quiet hours and how tidy each of you is, in specifics.
6. **Write the money down.** The rent split, the deposit shares and whose name is on each bill.
7. **Plan for someone leaving.** Notice, a replacement the landlord approves, and how the deposit is split.

Then start here: **Your roommate write-up**, page 5.

What is in here

9 worksheets in three sections. Start with the first section, then whichever page someone is about to ask you for. A page filled in roughly is worth more than a blank one.

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01

Finding roommates

The post you write and the questions you ask.

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Your roommate write-up

Draft your post before you start looking, so the right people answer and the wrong ones skip it. Use the same topics to read someone else's.

The full guide: hubstone.com/guides/kids-first-apartment

The basics

First name _____ Work or school _____

Moving to _____ Move-in date _____

Lease length I want _____ On the lease, yes or no _____

Money

Rent budget each month _____ Includes utilities, yes or no _____

If you have a room, its rent _____ If you have a room, the deposit _____

My week

Work from home ☐ Never ☐ Some days ☐ Most days ☐ Every day

Usual hours _____ Asleep by, up at _____

Days I am home all day _____ Nights I am usually out _____

Home life

Tidy in shared rooms ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Tidy in my own room ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

At home I want ☐ Quiet ☐ Sometimes social ☐ A roommate who is a friend

People over, how often _____ Overnight guests or a partner _____

Pets, mine or fine with _____ Smoking or vaping _____

Deal-breakers

_____

_____

The post

Draft it here, then cut it to what someone will read on a phone

Leave out your current address, your date of birth, and photos of an ID, a lease or a pay stub. Those go only on a verified landlord's application.

When you read theirs

- [ ] A clear budget, and a job, school or other steady income
- [ ] Their hours and work-from-home days
- [ ] A tidy number or a concrete habit, not just the word clean
- [ ] How often people come over, and how late
- [ ] Whether a partner stays over
- [ ] They want to be on the lease
- [ ] They offer a video call or to meet in a public place

Posts worth answering, and why

Questions to ask a roommate

Ask these on a video call before anyone signs. Write their answers next to yours and look for the gaps.

The full guide: hubstone.com/guides/kids-first-apartment

Question	You	Them
Rent budget each month		
Income, or who would guarantee it		
Work from home, which days		
Up at, asleep by		
Tidy in shared rooms, 1 to 5		
People over, how often and how late		
A partner staying over, nights a week		
Pets		
Smoking, vaping, cannabis		
Thermostat range		
Food, shared or separate		
A friend, or a quiet roommate		
How long you want to stay		
How you bring up a problem		

What would make you move out early?

What went wrong with a past roommate, if anything?

Check before you commit

- [ ] Met on video, then in person
- [ ] Their profile matches what they told you
- [ ] Talked to someone who knows them
- [ ] Seen the apartment in person, or someone you trust has
- [ ] Confirmed the owner on the county tax assessor website
- [ ] No money sent before a signed lease

Slow down when anyone rushes you. A real roommate can wait a day. A request for a deposit by wire, gift card, cryptocurrency or a payment app before you have seen the place is a classic scam.

References

Video call on _____ Met in person on _____

Someone who knows them _____ What they said _____

Notes from the call

_____

_____

_____

_____

02

The lease

What you signed, the condition on day one, and when someone leaves.

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The lease at a glance

The clauses a shared lease turns on, in one place. Fill it in from the signed lease and keep a copy of the lease with it.

The full guide: hubstone.com/guides/kids-first-apartment

Lease type ☐ One joint lease ☐ One per bedroom ☐ A sublet ☐ Not on the lease

Address _____ Landlord or manager _____

Phone and email _____ Emergency line _____

Lease starts _____ Lease ends _____

Total rent each month _____ Due date and grace period _____

Late fee _____ How rent is paid _____

Who signed

Name on the lease	Guarantor	Guarantee covers

Every signer owes the whole rent. Most joint leases make each tenant responsible for the full rent and all damage. A guarantor on a joint lease may owe it too, and some guarantees carry over to a renewal.

The roommate clauses

Clause	What the lease says
Joint and several liability	
Guest limit	
Subletting	
Replacing a roommate	
Leaving early	
Renewal notice and date	
Pets	
Smoking	
Deposit and how it is returned	

Questions for the landlord before signing

Tenant law differs by state and city. A local tenant rights office or legal aid can tell you what applies where you live.

Move-in condition

Walk through together before anything is unpacked. Photograph everything, list every flaw, and send the list to the landlord in writing.

The full guide: hubstone.com/guides/kids-first-apartment

Walk-through date _____ Who was there _____

Photos saved at _____ List sent to the landlord on _____

Room	What is damaged or worn	Photo
Entry and hallway		
Living room		
Kitchen		
Appliances, inside and out		
Bathroom 1		
Bathroom 2		
Bedroom 1		
Bedroom 2		
Bedroom 3		
Bedroom 4		
Windows, screens and blinds		
Floors and carpet		
Balcony, porch or yard		

Find these on day one

Main water shutoff _____ Breaker panel _____

Gas meter _____ Smoke and CO alarms tested on _____

Keys issued to each person _____ Mailbox and key _____

- ☐ Electricity in someone's name
- ☐ Gas in someone's name
- ☐ Internet scheduled
- ☐ Renters insurance, each person
- ☐ Landlord emergency line saved
- ☐ Emergency contacts shared

When someone moves out

One person leaving does not end a joint lease on its own. Settle the money and the paperwork before they go.

The full guide: hubstone.com/guides/kids-first-apartment

Who is leaving _____ Notice given on _____

Move-out date _____ Rent paid through _____

How they are leaving ☐ A replacement ☐ A sublet ☐ Paying to the end ☐ Released by the landlord

The replacement

New roommate _____ Approved by the landlord on _____

New lease or amendment signed on _____ Old name off the lease on _____

Settling up

Item	Amount	Owed to	Paid on
Rent until replaced			
Utilities to the move-out date			
Their share of the deposit			
Damage they caused			
House fund balance			
Furniture buyout			

The deposit

Final walk-through on _____ Forwarding address sent on _____

Deposit due back by _____ Check goes to _____

Your state sets the deadline. Most states give a landlord 14 to 60 days to return a deposit or list the deductions. Send your forwarding address in writing.

03

Living together

Money, cleaning, house rules and the agreement you sign.

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Money and bills

Who pays what, by when, and whose name is on each account. Settle up on the same day every month.

The full guide: hubstone.com/guides/kids-first-apartment

Total rent _____ Due to the landlord on _____

Due to the group on _____ Paid through _____

The rent split

We split it ☐ Evenly ☐ By room size ☐ Another way

Roommate	Room	Rent share	Deposit paid	Paid on

Utilities and accounts

Bill	Company	In whose name	Split	Due
Electricity				
Gas				
Water and trash				
Internet				
Streaming				

Spread the accounts. The account holder's credit takes the hit if a bill goes unpaid and is sent to collections, so keep every utility out of one person's name.

The house fund

Each person puts in _____ Kept in _____

It covers _____ Who buys supplies _____

Things we bought together

Item	Paid by	Amount	Who keeps it at move-out

Monthly settle-up

Month	Rent paid	Utilities settled	House fund	Notes

Cleaning and chores

What clean means, job by job. Post a copy on the fridge.

The full guide: hubstone.com/guides/kids-first-apartment

Roommate	Tidy in shared rooms, 1 to 5	Tidy in own room, 1 to 5

Plan around the tidier number. In shared rooms the person who minds the mess ends up cleaning it, so set the standard to their number.

The standard

Job	The standard	How often	Who
Dishes	Washed or in the dishwasher	Same night	
Counters and stovetop	Wiped after cooking	Each time	
Trash and recycling	Out when full, to the curb on pickup day	Weekly	
Fridge	Old food out, spills wiped	Weekly	
Bathroom	Sink, toilet and mirror wiped	Weekly	
Bathroom, deep clean	Shower and floor scrubbed	Every 2 weeks	
Floors	Vacuumed or swept, kitchen mopped	Weekly	
Shared rooms	Personal things put away	Daily	
After guests	The host cleans up	Next afternoon	

Our system ☐ Fixed jobs ☐ Weekly rotation ☐ A cleaner, split evenly

Trash pickup day _____ Recycling pickup day _____

Cleaner, if any _____ Monthly check-in day _____

House rules

The daily-life agreements, as specific as you can make them. Times beat words like late or often.

The full guide: hubstone.com/guides/kids-first-apartment

Quiet and guests

Quiet hours, weeknights _____

Quiet hours, weekends _____

Notice before people come over _____

Guests gone by, weeknights _____

Parties, yes or no, and how big _____

Overnight guests, nights a week _____

Partners count. Agree how many nights a week a partner can stay before they chip in or you talk again, and check the lease's guest limit.

Working from home

Roommate	Days home	Where they work	Quiet needed

Internet plan, and who pays for any upgrade _____

Daytime heating and cooling, how it is split _____

Daily life

Food, shared or separate, and borrowing _____

Thermostat range _____

Pets _____

Smoking, vaping, alcohol and cannabis _____

Privacy: knocking, borrowing, rooms when someone is away _____

Keys, codes, and guests left alone in the apartment _____

The roommate agreement

Sign this page with the other pages of this kit attached. It records what you agreed with each other. It does not change what the lease says you owe the landlord.

The full guide: hubstone.com/guides/kids-first-apartment

Address _____ Lease dates _____

What we agreed

- ☐ The rent split and the day it is due to the group
- ☐ Who paid what toward the deposit, and how it is split
- ☐ Each utility account, whose name it is in, and the split
- ☐ The house fund and the things we bought together
- ☐ The cleaning standard and our system
- ☐ Quiet hours, guests, partners and parties
- ☐ Pets, smoking and the other yes or no items

Notice before moving out _____ Owed by a leaving roommate until replaced _____

When we disagree

1. **Talk first.** In person, within a few days, about the specific thing.
2. **Hold a house meeting.** If it comes back, everyone sits down with this agreement.
3. **Change the plan.** If a rule is not working, rewrite it and everyone initials the change.
4. **Small claims, for money.** If someone leaves owing money and will not pay, this signed page is your record of what they agreed to.

Signatures

Roommate	Signature	Date

Review after the first month on _____ Next review on _____

This agreement is between the roommates. The landlord is not bound by it.

This does not have to stay paper

You have just written down the things your family would otherwise have to work out under pressure. Keep this binder somewhere two people know about, and tell them it exists.

Paper goes stale. A phone number changes, a policy renews, a parent moves, and the page you filled in last spring is quietly wrong.

Hubstone holds the same record and keeps it current. Enter something once, and share each page only with the people who should see it. When a detail changes, the record changes with it, and the reminder comes before the deadline. The Roommate Kit is free, on paper and in the app.

Fill it in once

Scan to start at hubstone.com/start. No card needed.

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