

Suite/Apartment Residence Roommate Agreement



The roommate agreement is a set of terms that roommates agree to in order to create an enjoyable and cooperative living environment. This agreement is a starting point to establish open communication and set expectations, in order to decrease the likelihood of potential conflicts throughout the year. It is essential that all roommates are present and honest when completing the roommate agreement.

If you have any questions, or concerns, please contact your Community Ambassador to assist you.

Please email a copy of this completed agreement to your Community Ambassador.

Residence:		Room #:
	Name	
Roommate A		
Roommate B		
Roommate C		
Roommate D		

Guests

1. What is the maximum number of guests we agree to have in our room at one time? (A guest is anyone who does not reside in that room.) Please note that each resident may only host four guests during Quiet Hours.

Comments:

2. When are guests permitted? (Check all that apply)

<input type="checkbox"/> Sundays	<input type="checkbox"/> Fridays	<input type="checkbox"/> Holidays
<input type="checkbox"/> Mondays-Wednesdays	<input type="checkbox"/> Saturdays	
<input type="checkbox"/> Thursdays	<input type="checkbox"/> Exam Season	

3. How much notice will we give each other before we have guests?
 - Let me know in advance (___ days' notice)
 - Let me know when they are here
 - Other _____

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4. Social gatherings in our room are allowed:...(Check all that apply)

- At any time
- At any time with advanced notice
- Allowed Thursdays
- Allowed Fridays
- Allowed Saturdays
- Not allowed

5. Will we allow overnight guests? How often?

- Yes, _____
- No

6. Will guests be permitted if the other roommate is not present?

- Yes
- No
- With conditions: _____

7. Other ground rules for guests (touching each other's belongings, use of common areas, partners staying overnight etc.)

Sleep and Noise

1. What time do you typically go to sleep and wake up on weekdays?

- Roommate 1 _____
- Roommate 2 _____
- Roommate 3 _____
- Roommate 4 _____

2. What time do you typically go to sleep and wake up on weekends?

- Roommate 1 _____
- Roommate 2 _____
- Roommate 3 _____
- Roommate 4 _____

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3. What level of noise is acceptable throughout the day?

4. What noise level is acceptable during the week (Sunday – Thursday) in the evening? (Note that Quiet Hours are in place from 11pm to 8am).

5. What noise level is acceptable during the weekend (Friday – Saturday) in the evening? (Note that Quiet Hours are in place from 1am to 8am.)

6. Other ground rules for noise (changed expectations during exams etc.)

7. How will we communicate to each other if there is an issue with the level of noise?

Shared Items

1. The following are items that we agree to share:

- | | |
|-------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Milk | <input type="checkbox"/> Dishes |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Kettle |
| <input type="checkbox"/> Bread | <input type="checkbox"/> Dishwashing detergent |
| <input type="checkbox"/> Butter | <input type="checkbox"/> Cleaning supplies |
| <input type="checkbox"/> Condiments | <input type="checkbox"/> Laptop/electronics |
| <input type="checkbox"/> Spices | <input type="checkbox"/> Laundry detergent/dryer sheets |
| <input type="checkbox"/> Cutlery | |

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2. Other items we have agreed to share:

3. What items will we definitely not share?

4. Other ground rules for shared items (asking permission before sharing the above items, who will replace them, compensation, etc.)

Cleanliness

Suggested Cleaning Duties

Kitchen

- Dishes cleaned and put away
- Counter top is wiped down
- Sink is emptied and cleaned with cleanser
- Fridge wiped down
- Floor swept and washed
- Food put away and fridge 'purged' of spoiled food

Bathroom

- Toilet, tub, shower cleaned with cleanser
- Floor is swept and mopped
- Toilet paper replenished
- Mirrors and counters are cleaned, walls spots washed

Common Area

- Floor is vacuumed
- Furniture is free of dirt, debris, and placed in proper order
- Any spills cleaned up

Garbage & Recycling

- Garbage is removed from apartment to the garbage room
- Recycling material is placed in designated area

Supplies for Purchase

- Garbage bags
- Toilet bowl brush
- Broom and dust pan
- Mop

Suggested Cleaning Supplies

- For glass: Windex
- For Bathroom/Kitchen floor: Mr. Clean/Lysol
- For counters: Multi-purpose cleaner
- For sink: Liquid VIM
- For Toilet: Toilet bowl cleaner

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1. How do you describe a clean unit? A messy unit?

2. How will we divide cleaning responsibilities for our room (taking out the garbage and recycling, dusting, vacuuming etc.)? Will we alternate cleaning designated areas of the unit, or clean together?

3. How often do we expect shared areas to be cleaned? Kitchen? Bathroom?

4. What is the minimum expectation of cleanliness at all times? (Ex. Dirty dishes in the sink, spills, garbage, etc).

5. What will we do if one or more roommate(s) does not uphold the cleaning requirement?

6. Other ground rules for cleaning:

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Communication

1. If an issue arises, I would like to be approached in the following manner:

Roommate A _____

- Face-to-face
- Text message/DM
- Note on desk
- Email
- By a third party (friend/peer)

Roommate B _____

- Face-to-face
- Text message/DM
- Note on desk
- Email
- By a third party (friend/peer)

Roommate C _____

- Face-to-face
- Text message/DM
- Note on desk
- Email
- By a third party (friend/peer)

Roommate D _____

- Face-to-face
- Text message/DM
- Note on desk
- Email
- By a third party (friend/peer)

1. When there is conflict, I appreciate...

Roommate A: _____

Roommate B: _____

Roommate C: _____

Roommate D: _____

2. When there is conflict, I tend to...

Roommate A: _____

Roommate B: _____

Roommate C: _____

Roommate D: _____

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3. The best way to approach me with a problem is...

Roommate A: _____

Roommate B: _____

Roommate C: _____

Roommate D: _____

General

1. What time(s) do you expect to be in the unit on weekdays?

Roommate A _____

Roommate B _____

Roommate C _____

Roommate D _____

2. What time(s) do you expect to be in the unit on weekends?

Roommate A _____

Roommate B _____

Roommate C _____

Roommate D _____

3. Is there anything else we should expect of each other?

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Agreement

We, as roommates, enter into this agreement in good faith. We fully intend to abide by all the terms that we have made. We agree to be flexible and to revise this contract as it becomes necessary.

Roommate A _____

Roommate B _____

Roommate C _____

Roommate D _____

Dated _____

Community Ambassador _____

Dated _____

Notes

1. Room transfers are not available during the first two weeks of each semester. After this period, transfers are based on the availability of open units and are not guaranteed.
2. Before a "roommate disagreement" room transfer can be approved, the Roommate Agreement MUST be completed.
3. There is a charge associated with a room transfer.
4. Please email a completed copy of this agreement to your Community Ambassador.
5. If you would like this Roommate Agreement printed so you can put it in a common space in your unit, please reach out to your Community Ambassador.
6. Please revisit this agreement and modify it when expectations change

Room Inspection Checklist

UCALGARY RESIDENCE HOUSEKEEPING

Telephone:
403 220 5311

Email:
residence.housekeeping@ucalgary.ca

This form is to help you with your final move-out cleanup. If you wish for a pre-move out inspection, please contact housekeeping at residence.housekeeping@ucalgary.ca.

You will receive a move out date, which will be 24 hours after your last exam. If you don't have any final exams you are required to move out 24 hours after the last day of classes.

Check out time is 11am. To check-out, please visit the Campus Service Centre in International House during office hours and use a check-out envelope. Late check-outs are charged a \$50.00 fee.

Apartments/Suite-Style Units

- Furniture wiped down & placed in original position
- Carpets vacuumed including edges of carpet
- Baseboards dusted & wiped clean
- Windows sills wiped clean
- Tops of radiators wiped clean
- Upholstered furniture vacuumed
- Dresser & desk drawers empty and wiped
- Mattress lifted & dusted underneath
- Closet empty & dusted
- Check screen & clean windows on inside
- All garbage removed to appropriate disposal area
- Kitchen & bathroom floors washed
- Kitchen cupboards & drawers emptied & wiped out
- Fronts of cupboards wiped
- Stovetop cleaned, including drip pans (all foil should be removed)
- Oven cleaned with no traces of cleaner left
- Stove hood & hood fan cleaned & free of grease (both top & underneath)
- Sink clean & free of build up
- Stove & fridge pulled out to clean wall surrounding them & floor beneath & keep the fridge 6 inch away from the wall.
- Fridge & microwave - clean inside, outside
- Bathtub sinks clean & fixtures are free of calcium buildup
- Tub & shower cleaned & free of mold.
- Wall tiles free of soap scum.
- Clean the drains and make sure free of clog
- Toilet clean inside and outside
- Bathroom cupboards empty and wiped out

Rooms in: Kananaskis & Rundle Halls

- Furniture wiped down & placed in original position
- Fridge clean & in working order
- Carpets vacuumed
- Baseboards wiped down & dusted
- Windows sills wiped
- Tops of radiators wiped
- Upholstered furniture vacuumed
- Dresser & desk drawers empty & wiped
- Mattress lifted & dusted underneath
- Closet empty & dusted/vacuumed
- Check screen & clean windows on inside
- All garbage removed to designated disposal area
- Bed mattress in good condition
- All poster, tape, glow-in-dark stars etc. removed
- Bulletin boards in good condition (no graffiti)

We want to thank you for your respect for our Housekeeping team by keeping our community clean!



Looking to borrow a vacuum? Scan here!



Need to report damages & maintenance issues? Scan here!

