

Apartment and Housing Resources

Congratulations! You have decided that you want to intern, now you need to find a place to live. This can be another overwhelming task. To help you, we have gathered a list of places where interns can live during the summer. Summer housing for interns varies both in cost and in living style. There are several housing options available to you.

One housing option is to rent a **dorm** room from a university or college. Students living in this type of environment live with other college students from all over the nation. This type of housing is convenient because furniture is provided and meal plans are available, but keep in mind that it can be costly.

Another option is to sublet a room in an **apartment** from students who reside in the city you are interning for the school year, but go home for the summer. A few of the universities in major cities provide **off-campus** housing for students. It is important to note that the universities do not regulate such living arrangements. One bonus of this living arrangement is that you will most likely live with other students.

A final option for students is to live in an apartment building. These complexes rent apartments for a minimum of one month. Some of them provide furniture, but others do not. Complexes that do not provide furniture are cheaper than those that do.

These are simply suggestions to help begin your housing search. Students do live in all types of summer housing, from universities to apartments, to youth hostels. Remember that listings, prices and availability are subject to change and are independent of Carnegie Mellon

The next step is to make a few phone calls, see which ones have space available and visit the locations. We strongly urge you to see the house in-person before you sign a contract or make a commitment. Most houses/apartments require a deposit before they will enter into a contract with you, so keep that in mind. Summer rentals are an agreement between you, the renter, and the agency or property owner. Carnegie Mellon is not responsible for summer housing arrangements you make as a result of consulting these resources.

Index:

- **Facebook Tools**
- **CMU Specific**
- **National Housing Resources**
- **Housing Resources by Major City**
 - **Atlanta**
 - **Boston**
 - **Chicago**
 - **Los Angeles**
 - **New York**
 - **Philadelphia**
 - **Pittsburgh**
 - **San Francisco**
 - **Washington DC**
- **CMU B-Board Instructions**
- **Apartment Search 101**
- **Sample Roommate Contract**

Here are a few Facebook tools that may make your housing or roommate search a little easier:

Roomster – <http://apps.facebook.com/roomster/>

Marketplace Housing – <http://www.facebook.com/marketplace/?ref=sb>

Roommater – <http://apps.facebook.com/roommater/canvas.htm>

➤ **Carnegie Mellon Specific Information**

- Carnegie Mellon Community Housing Services – <http://www.housing.cmu.edu/communityhousing/>
- Summer Housing Resources – <http://www.housing.cmu.edu/SummerHousing/>
- CMU.MISC.MARKET.APARTMENTS B-Board – *Subscribe through your e-mail Instructions below in CMU B-Board section

➤ **National Housing Information**

- Craig's List – Contains housing listings for various cities throughout the US – <http://craigslist.org/>
- Accommodation for Students – searchable by city or university - <http://usa.accommodationforstudents.com/default.asp>
- Links to classified section for many cities – <http://classifieds.bostonphoenix.com/>
- Apartments.com – Nationwide classified listings – <http://www.apartments.com/>
- Apartment Guide – <http://www.apartmentguide.com/>
- Apartment Ratings – <http://www.apartmentratings.com/>
- Campus Rent, Find apartments and even roommates on and around college campuses. – <http://www.campusrent.com/>
- College Sublease – Listings for short-term housing opportunities – <http://www.places4rent.com/renters/sublease.asp>
- Easy Roommate – <http://www.easyyroommate.com/>
- Educational Housing Services – <http://www.studenthousing.org/>
- For Rent – <http://www.forrent.com/index.php>
- Move.com – <http://www.move.com>
- Furnished Quarters – <http://www.furnishedquarters.com/>
- Homestore.com – Rentals, Roommates, Student Center, tips, articles, and classifieds – <http://www.move.com/apartments/main.aspx>
- Hostels.com – Lists hostels throughout the US (and worldwide) – <http://www.hostels.com/en/us.html>
- Housing 101 – Online housing classifieds – <http://www.housing101.net/>

Revised 10/15/2009

- Housing 4 Students – <http://www.housing4students.com/>
- The Housing Forum – Online short-term housing classifieds – <http://www.thehousingforum.com/home.cfm>
- Internhousing.com – Subscribe for online housing assistance and classifieds – <http://www.internhousing.com>
- InternNation – <http://www.internnation.com/connect>
- Metro Roommates – <http://www.metroroommates.com/Index.asp>
- The Roommate Service – <http://www.roommates.com/>
- Sublet.com – Apartments and rooms available to sublet directly from the owners. – <http://www.subletsearch.com/>
- Yahoo Rentals – <http://realestate.yahoo.com/US>

➤ **Housing Resources by Major City**

ATLANTA

- Emory Summer Intern Housing Program – <http://www.emory.edu/sihp/>
- Emory Off-Campus Housing Finder – <http://housing.emory.edu/off-campus/home.cfm>

BOSTON

Schools

- Harvard – <http://www.hres.harvard.edu/rre.htm>
- <http://www.hsph.harvard.edu/administrative-offices/student-affairs/files/Housing.pdf>
- Harvard-Radcliff – <http://www.radcliffe.edu/about/lodging.aspx>
- Emerson College, Off-campus Housing – http://www.emerson.edu/offcampus_housing/index.cfm?doc_id=716
- Emmanuel College – http://www.emmanuel.edu/Academics/Summer_Term/Summer_in_Boston.html
- Randolph College – <http://www.randolphcollege.edu/x15400.xml>
- Suffolk University – <http://www.suffolk.edu/offices/886.html>
- Boston College Sublet Listings: <http://www.bc.edu/offices/reslife/meta-elements/pdf/offcampus/summer.pdf>
- Brown Daily Jolt – <http://brown.dailyjolt.com/market/?t=housing>
- MIT Fraternity Houses – <http://ifc.mit.edu/summer.html>

General

- Boston Apartments – <http://www.bostonapartments.com>
- Craig's List Boston – <http://boston.craigslist.org/sub/>
- Just Rentals – <http://www.justrentals.com/>
- On Market Boston – <http://www.onmarketboston.com/>
- Boston.com – <http://www.boston.com/realestate/renting/>

CHICAGO

- Chicago Housing – <http://www.chicagohousing.com/>
- The School of the Art Institute of Chicago – <http://www.saic.edu/>
- University Center – <http://www.universitycenter.com/general/index.html>
- University of Illinois, Chicago – <http://www.housing.uic.edu/intern/index.html>

LOS ANGELES

- Craigslist Los Angeles – <http://losangeles.craigslist.org/sub/>
- UC Irvine – <http://www.housing.uci.edu/summer/>
- UCLA Community Housing Office – <http://www.cho.ucla.edu/>

NEW YORK CITY

Guides

- Explore New York City – <http://www.columbia.edu/cu/nyc/>
- Links to attractions and places of interest throughout NYC – <http://www.quickval.com/ny-links.htm>
- Metro International, Guide to Finding Housing – <http://www.metrointl.org/programs/housingbooklet/>
- New York Convention and Visitor's Bureau – <http://www.nycvisit.com/>
- New York City Super Resource Guide – <http://www.allny.com>
- NYC Rent Guidelines Board – <http://www.housingnyc.com/html/guide/basics.html>

Schools

- Barnard College – <http://www.barnard.columbia.edu/reslife/summerhousing/index.html>
- Columbia Summer Housing - Main Menu – <http://www.columbia.edu/cu/housing/docs/summer-residents/index.html>
- The New School – <http://www.newschool.edu/student-services/housing/index.aspx>
- NYU Summer Housing – <http://www.nyu.edu/summer/housing/>

- NYU Summer Living in New York Program – <http://www.law.nyu.edu/depts/housing/summerliving/>
- Polytechnic University – <http://www.poly.edu/life/campus/summer>

General

- CDS – <http://www.cdsintl.org/interntainusa/west/accommodations.php>
- Big Apple Sublet – <http://www.bigapplesublet.com/>
- City Habitats New York – <http://www.citi-habitats.com/>
- de Hirsch Residence – http://www.92y.org/content/de_hirsch_residence.asp?d=47
- EasyRoommate.com – <http://www.easyroommate.com>
- Educational Housing Services – <http://www.studenthousing.org/>
- Envoy Club – www.envoyclub.com
- Homestay New York Accommodation Center – <http://www.housingus.com/>
- Hostels.com, New York – <http://www.hostels.com/en/us.ny.ny.html>
- HousingNYC.com – <http://housingnyc.com/html/guide/classifieds.html>
- International House – <http://www.ihouse-nyc.org>
- The Kolping House – <http://www.kolpingny.org/aboutus.cfm>
- New York sublet/temp wanted page – <http://newyork.craigslist.org/mnh/sbw/>
- The New York Times' Real Estate Section – <http://www.nytimes.com/pages/realestate/index.html>
- Saint Mary's Residence (For women only) – 225 East 72nd Street (212) 249-6850
- Sublet in the City – <http://www.subletinthecity.com/>
- The Village Voice Classifieds – <http://www.villagevoice.com/classifieds/>
- Webster Apartments (for women only) – <http://www.websterapartments.org/>
- The YMHA De Hirsch Residence – http://www.92y.org/content/de_hirsch_residence.asp?adsouce=hpcolumn_dehirsch_displayad

Websites for Summer Housing/Sublets in New York City:

- The AprilList, similar to 'craigslist' where lots of people seeking roommates post here – <http://www.aprilsl.com>
- City Habitats – <http://www.cityhabitats.com>
- Hostels .com, hostel in NYC area – <http://www.hostels.com/us.ny.ny.html>
- Sublet.com – <http://www.sublet.com/spider/LeSearch.asp+->
- Sublet in the city – <http://www.subletinthecity.com/about/test.php>

Do you arrive in the city a day or two before your housing is available?

- American Youth Hostels – <http://www.hinewyork.org/>
- Guest rooms at the YMCA – <http://www.ymcanyc.org/index.php?id=963>
- Seafarers and International House – 84 room guesthouse – <http://www.sihnyc.org/newyork-guesthouse.php>

Residences for Women Only:

- Centro Maria Residence – (212) 757-6989, 539 West 54th Street
- Jeanne D'Arc HM – (212) 989-5952, 253 W. 24th Street
- Parkside Evangeline Residence – (212) 677-6200, 18 Gramercy Park S.
- Sacred Heart Residence – (212) 929-5790, W 20th Street
- Salvation Army Eyck Residence – (212) 490-5990, 145 E 39th Street
- Salvation Army Markle Residence – (212) 242-2400, C/O Registration Director 123 West 13th Street
- St. Joseph House – (212) 246-5363, 425 W 44th Street
- St. Mary Residence – (212) 249-6850, 225 E 72nd Street
- Webster Apartments – (212) 967-9000 , 419 W 34th Street

PHILADELPHIA

- Villanova University Intern Accommodations – <http://www.villanova.edu/services/conferenceservices/internhousing.htm>
- Office of Off-Campus Living – <http://www.business-services.upenn.edu/offcampusservices/>
Search for summer sublets through the University of Pennsylvania's Office of Off-Campus Living
- Summer Housing, the University of Pennsylvania – <http://www.destinationpenn.com/housing/summer.asp>

PITTSBURGH

- Carnegie Mellon Community Housing Services - <http://www.housing.cmu.edu/communityhousing/>
- CMU.MISC.MARKET.APARTMENTS B-Board – *Subscribe through your e-mail Instructions below
- PGH.APARTMENTS B-Board – Subscribe through your e-mail
- Tribune Review newspaper – <http://www.tribclassifieds.com/categories/real-estate.html>
- Post-Gazette Newspaper – http://classified.post-gazette.com/realestate/default_rent.asp
- Robert Morris Summer Intern Housing Program – <http://sentry.rmu.edu/web/cms/studentlife/reslife/Pages/summerinternhousing.aspx>
- University of Pittsburgh Off Campus Housing – <http://www.ocl.pitt.edu/apartments/city-inspected/index.html>

SAN FRANCISCO

- Bay Area Rental Guide – <http://www.rentalguide.com/>
- Internship Housing Program - U. of San Francisco – http://www.usfca.edu/residence_life/sgl/internship.html
- Rental Resources - U. of San Francisco – http://www.usfca.edu/residence_life/offcampus/resources.html
- San Francisco Chronicle and Examiner – <http://www.sfgate.com/>
- San Francisco Homestay: Housing for international students, interns, and visiting professionals. – <http://www.sfhomestay.com/>

WASHINGTON, DC

Guides

- DC Pages – Good source of information on life in Washington DC - arts, weather, museums, shopping & sports – <http://www.dcpages.com/>
- DC Registry – Internet Guide to Washington DC – <http://www.dcregistry.com/>
- Washington DC Metro Bus and Train website – <http://www.wmata.com/>
- Washington DC Metrorail Map – <http://www.washingtonpost.com/wp-srv/local/longterm/metro/>
- Washington DC Neighborhood Guide – <http://www.dcregistry.com/neighborhoods.html>
- Yahoo Washington DC – Directions for Washington DC area – http://dir.yahoo.com/Regional/U_S_States/Washington_DC/

Schools

- American University Summer House for Interns, Dormitory housing, all utilities included – http://www.american.edu/ocl/housing/summer_housing_conferences/intern_housing.html, <http://domino.american.edu/au/oss/och.nsf>
- George Mason University - Dormitories, apartments and townhouses available for summer interns – <http://housing.gmu.edu/summer/intern/>
- Georgetown University Law Center - Housing is available for summer interns – <http://www.law.georgetown.edu/reslife/summer/index.html>
- Georgetown University - Summer Housing - Fully furnished apartment dormitories – <http://gwired.gwu.edu/gwhousing/summerhousing> -- <http://och.georgetown.edu/>, On-Campus Housing <http://housing.georgetown.edu/summer/> and Off-Campus Housing <http://data.georgetown.edu/student-affairs/och/>
- George Washington University, Summer Housing Opportunities , A variety of options for on-campus housing arrangements – <http://living.gwu.edu/>
- Howard University – <http://www.howard.edu/residencelife/SummerConference/index.html>

- International Student House of Washington DC - Dormitory-style housing – <http://www.ishdc.org/>
- Thompson-Markward Hall - Dormitory-style housing for women – <http://www.ywch.org/accommodations.htm>
- The Catholic University of America, Summer housing available for interns – <http://conferences.cua.edu/summer/housing.cfm> email: cua-summer@cua.edu
- Trinity College – <http://www.trincoll.edu/StudentLife/campuslife/residential/housing/summerhousing.htm>
- University of Maryland, Housing Office – <http://www.och.umd.edu/resources>

General

- American University Summer Intern Housing – http://www.american.edu/ocl/housing/summer_housing_conferences/intern_housing.html
- Apartment Solutions, Classifieds for the Washington DC, Baltimore & Philadelphia – <http://www.theapartmentconnection.com/>
- Apartments.com – <http://www.apartments.com/region.aspx?page=region&state=dc>
- Capitol Park Apartments – 800 4th Street, SW. This housing service is through The Washington Center Intern Program. Prices range per semester. Call (202) 336-7559 for an application and more information.
- Catholic University of America – Summer Intern Housing and Off-Campus Housing Resource Center – <http://conferences.cua.edu/summer/>
- City Sublets – Sublet listings for numerous metropolitan areas – <http://www.sublet.com/>
- Craig's List DC – <http://washingtondc.craigslist.org/>
- DC Housing – from Rutgers University – http://careerservices.rutgers.edu/intern_housing.shtml
- DC Pages.com – Washington DC rental listings – http://dcpages.com/Real_Estate/Rental/
- DC Registry – one of the leading Internet guides to the Washington, DC metropolitan area – <http://www.dcregistry.com/classifieds/welcome.html>
- EntryPoint/GesherCity, a FREE service to welcome Jewish young adults to the Washington area <http://www.geshercity.org/web/dc/Roommate/Referrals>
- George Mason University – <http://housing.gmu.edu/summer/intern/>
- George Washington University Summer Housing – <http://gwired.gwu.edu/gwhousing/summerhousing/interns>
- Georgetown University Summer Housing and Off-Campus Housing Referral Service – <http://och.georgetown.edu/>
- Georgetown University Law Campus Summer Housing – <http://www.law.georgetown.edu/reslife/summer/index.html>
- Georgetown University Main Campus Summer Housing – <http://och.georgetown.edu/>

- The Hill Classifieds, Interns housing listings and rentals – <http://thehill.com/classifieds.html>
- Hillzoo.com classifieds – Rental listings and ads for rental seekers – <http://www.hillzoo.com/housing.htm>
- Homestay – <http://www.homestaydc.com/>
- Housing Forum – <http://www.thehousingforum.com/home.cfm>
- Housing 101 – <http://www.housing101.net/>
- International Student House of Washington DC – <http://www.ishdc.org/>
- Internhousing.com – <http://www.internhousing.com/>
- Quick Search Apartment Finders, a free service for finding apartment housing – 8383 Leesburg Pike, Northern Virginia, 1-800-486-3279.
- Roll Call Classifieds, Capital Hill classifieds – <http://www.rollcall.com/classifieds/>
- Thompson-Markward Hall, a residence for women in Washington, D.C. – <http://www.ywch.org/accommodations.htm>
- The Washington Center for Internships and Academic Seminars, Housing may be available for non-program participants. Furnished apartments with fully equipped kitchens – <http://www.twc.edu/students/where.shtml>
- Washington DC Hostels – <http://www.hostels.com/en/us.dc.html>
- Washington DC Neighborhood Guide – <http://www.dcregistry.com/neighborhoods.html>
- Washington Intern Student Housing (WISH) – <http://www.internsdc.com/>
- Washington Office of the College of William and Mary, Washington Summer Housing Information – <http://www.wm.edu/dcoffice/summerhousing.php>
- Washington Post – <http://www.washingtonpost.com/wp-srv/admin/classifieds/index.html>
- Washington Times, Washington City Paper – <http://washingtontimes.abracat.com/>
- Yahoo Directory, Rentals and roommate listings – http://dir.yahoo.com/Regional/U_S_States/Washington_D_C/Real_Estate/Classifieds/Rentals_and_Roommates/
- YWCA Housing for Women: 235 Second Street, NE, (202) 546-3255. \$134 per week includes daily breakfast and dinner. No drugs, alcohol or men allowed. Space is limited and fills quickly.

EasyRoommate Find or Request a Roommate

- Oakwood Corporate Housing – <http://www.oakwood.com/>
- HillZoo, Use a map of DC to browse housing lists – <http://www.hillzoo.com/?s=housingnav>
- George Washington University Hatchet – <http://www.gwhatchet.com/> (202) 994-7079
- Roommates Preferred; For a reasonable fee, this organization can help you find a place to live for the summer – <http://yp.washingtonpost.com/yp/roommatesprefer/>
- The Washington Post – Classified section – <http://www.washingtonpost.com/wp-srv/admin/classifieds/index.html>

- Washington Intern Student Housing (WISH) - Shared housing; fully furnished, linens, household supplies, all utilities included; in various convenient locations in Washington DC – <http://www.internsdc.com/>
- Washington Post Rentals – <http://www.washingtonpost.com/wp-adv/classifieds/rentals/front.htm>
- Washington Post Roommates Preferred – <http://yp.washingtonpost.com/yp/roommatesprefer/>
- Washington Post Roommate Referral Service a Washington, D.C., Maryland and Virginia Area Roommate Referral Service. A fee is charged for this service. <http://yellowpages.washingtonpost.com/>

CMU B-BOARD CONNECTION INSTRUCTIONS:

CMU.MISC.MARKET.APARTMENTS and PGH.APARTMENTS are the names of the computer bulletin boards (b-boards) that were created on the Andrew system specifically for the advertisement of available non-university housing in the CMU community. These b-boards are accessible through the university issued Andrew email account. Here is a simple step-by-step procedure for subscribing to the CMU.MISC.MARKET. APARTMENTS and PGH.APARTMENTS bulletin boards:

Microsoft Outlook

- In Outlook, select Tools > IMAP Folders... The IMAP folders dialog box appears.
- Under “Display folders whose names contain” text field, enter the name of the bulletin board you wish to subscribe to (cmu.misc.market.apartments or pgh.apartments)
- Click on the “Query” button.
- The bboard should appear in the Folders list.
- Click on the name of the bboard you want to subscribe to.
- Click on the “Subscribe” button, then click “OK.”

Webmail

- Login to Webmail.
- Click on “Folders.”
- In the “Subscribe to:” field under Unsubscribe/Subscribe, type the name of the bulletin board you wish to subscribe to (i.e. cmu.misc.market.apartments or pgh.apartments).
- Click the “Subscribe” button.
- Click on “Inbox” to return to your Inbox. Click on “Refresh Folder List” to view the bboard.

Entourage

- In Entourage, click on “CMU Cyrus Mail” in the Folders view section on the left-hand side. A long list of folders will be displayed.
- Click on the arrows on the left of the folders to expand the contents of that folder and to view bboards. Folders or bboards of the items that you are not subscribed to will be gray.
- To subscribe to CMU.MISC.MARKET.APARTMENTS, click on the arrow next to CMU, then MISC, then MARKET. Click on APARTMENTS to highlight and click on “Subscribe” at the top of the page.
- To subscribe to PGH.APARTMENTS, click on the arrow next to PGH, then click on APARTMENTS to highlight. Click on “Subscribe” at the top of the page.

Apartment Search 101

FIRST THINGS FIRST...

- First, pick a neighborhood you love. If you're unfamiliar with the best areas to live, try to sign a lease for 3-6 months, so you won't be tied down for too long. Then you can get a better idea of the different parts of town.
- You'll want to start looking for an apartment at least a month ahead of time since tenants are required to give 30 or more days notice when they are vacating.
- Be prepared to act quickly. Some apartments may be rented in days or hours from the time they are listed.
- Look around! Be sure you've explored lots of options before signing anything.
- When gauging prices, a good rule of thumb is not to exceed 30% of your pretax income.

BROKERS

- Brokers can be a great resource, but they often receive big commissions off of the exchange.
- Always lowball the price you're willing to pay. Many brokers will try to show you apartments that are more expensive than the price you originally offer.

UTILITIES

- Electric: look into a budget plan where the average cost is taken for a year, and is divided up for each monthly payment.
- Gas: some apartments have gas stove and/or gas heat
- Telephone: consider not getting a land-line if you think your cell phone plan will be sufficient
- Cable & Internet: these may become luxuries that your budget does not accommodate. Evaluate your needs!

READ YOUR LEASE BEFORE YOU SIGN IT!

- Make sure the length of the lease is written
- Determine who is responsible for fixing appliances
- Make sure the apartment will be clean when you arrive
- Determine future rent increases. Some states have rent control laws (NY, MD, CA, NJ, DC).
- Make sure you have everything in writing!

APARTMENT JARGON

- Walk-up: no elevator
- Duplex: two-level unit
- Studio: one room connected to a kitchen

ABBREVIATIONS

- H/W: hardwood floors
- DW: dishwasher
- EIK: eat-in kitchen
- WIC: walk-in closet
- W/D: washer and dryer

SECURITY DEPOSITS

- It's common for landlords to ask for the first month's rent, last month's rent, & a security deposit (usually about one month's rent). You'll need about three months rent saved up.

- To make sure you get your security deposit back, make sure you let the landlord know about any damages when you move in.
- Make sure your security deposit goes into an interest-bearing account. When and if you get it back, you should get more than you gave.

LANDLORDS & \$\$\$

- Some landlords require proof that you can pay the rent. Some may simply ask where you work, or they may require something more formal. A recent pay stub, or a letter stating that you will be a full-time employee as of a certain date.
- In some cases, landlords may require that you have a “guarantor” or cosigner whose personal income is some multiple of the annual rent. This person assumes responsibility if you are not able to pay the rent.

WHEN TOURING AN APARTMENT, BE SURE TO CHECK:

RENTER’S INSURANCE

- Typically this is pretty inexpensive and it will cover the cost of your personal possessions in your home and out of your home (items in your car, items lost on vacation, etc.)
- Some agencies will give you a discount on car insurance if you sign up for a renter’s insurance policy as well.

WEB RESOURCES

- www.MoversGuide.com (comprehensive site put out by the US Postal Service)
- www.Craigslist.com (listings for apartments, subletting, furniture sale, etc.)
- www.nolo.com (do-it-yourself legal & business advice)
- www.Apartments.com & www.Homestore.com (Two of the biggest national apartment search sites)

*Sources: “Life After School Explained” Cap & Compass; “Life After Yale” Beth Olson

SAMPLE ROOMMATE CONTRACT

Sometimes problems arise when rooming with another person. It is advised that you consider entering a valid contract with your roommate.

This agreement made on _____(date) is a contract between: _____, and _____, co-tenants at _____ Address _____ Apt. # _____ City _____, State _____.

I understand that I am entering into a legally binding agreement with my roommate(s).

I understand that we, as a group and as individuals, are responsible to our landlord, the utility companies, and each other.

Term or Period of Agreement

This agreement is to begin on _____(date) for the term lasting from _____(date/yr.) to _____(date/yr.). I fully understand and accept the rules and responsibilities of this agreement.

Security Deposit

The security deposit for the dwelling is \$_____. My share amounts to \$_____. I understand that this amount will be returned to me less the amount deducted by the landlord for unpaid rent, and/or damages. I accept responsibility for damages which I, my pet, or a friend of mine causes, and I will reimburse my roommate(s) for the part of the security deposit withheld for those damages.

Rent

The total rent according to the terms of our lease agreement with our landlord for the dwelling is \$____ per month. I promise to pay 1/___ of the monthly rent.
This amounts to \$____. The total amount my roommate(s) and I are liable for over the period of the lease is \$____, of which my share is \$____. I understand that we, as a group and as individuals, are responsible to our landlord for the total rent for the term of the agreement.

Utilities

I promise to pay 1/___ of the deposits and/or hook-up charges for all utilities.

I promise to pay 1/___ of the monthly utility bills except telephone.

I promise to pay 1/___ of the monthly phone service charge, plus all long-distance calls which I make and the taxes on those calls.

I promise to pay as follows for any additional utilities: _____

Moving Out

If, for whatever reason, I move out of the dwelling, I realize it is primarily my responsibility to find a replacement. I promise to look for a replacement roommate who is acceptable to my present roommate. I understand the need to be reasonable in accepting a replacement roommate.

If I move out of the dwelling and a replacement roommate has not been found,

I realize that I am still legally responsible for paying my share of the rent and utilities.

I understand that I can be held responsible by my landlord and/or utility companies for up to the entire rent and/or utility bills, if my roommate(s) fail to fulfill their part in this agreement.

The following are my preferences as they relate to these topics.

Food/shopping arrangements: _____

Cleanliness/cleaning responsibilities: _____

Privacy: _____

Sharing of personal properties: _____

Noise/study times: _____

Smoking, drinking, drugs: _____

Parties/entertaining: _____

Overnight guests: _____

Additional remarks, i.e., security of the apartment, pet agreement, etc.: _____

As part of this agreement I realize that I, as well as each of my roommates, have an equal right to use of the space and facilities in the dwelling with the exception of the areas we have designated as each one's private space. This agreement is intended to promote harmony between roommates by clarifying the expectations and responsibilities of roommates to each other.

All obligations under this contract are to be performed in _____,

State _____.

To be effective, it is not necessary to witness or notarize this agreement. Each roommate should sign below and receive an original copy.

The parties have executed this agreement on _____ 200_

This sample agreement is provided by the Off Campus Housing Office, Old Dominion University, for the mutual benefit of roommates. The University assumes no responsibility.

Adapted from Rutgers and Mount Holyoke Housing resource pages