

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Roommate's Name]
[Roommate's Address]
[City, State, Zip Code]
Subject: Roommate Agreement

Dear [Roommate's Name],

This letter serves as a formal agreement between us regarding our living arrangements at [address of the dwelling]. We wish to outline the terms of our roommate agreement to ensure a harmonious living situation.

****1. Rent and Utilities****

- Monthly Rent: \$[amount]
- Due Date: [date each month]
- Utilities: [list utilities and how expenses will be shared]

****2. Security Deposit****

- Total Deposit: \$[amount]
- Refund Policy: [details on conditions for return of deposit]

****3. Lease Terms****

- Lease Start Date: [date]
- Lease End Date: [date]
- Notice Required for Termination: [number of days]

****4. House Rules****

- Quiet Hours: [specific hours]
- Guests: [policy on guests and overnight visitors]
- Cleaning Schedule: [details on cleaning duties]

****5. Responsibilities****

- [Your Name]: [list specific responsibilities]
- [Roommate's Name]: [list specific responsibilities]

****6. Conflict Resolution****

- Procedure for resolving disputes: [outline steps for addressing conflicts]

By signing this letter, we agree to adhere to the terms outlined above.

[Your Signature]
[Your Printed Name]
[Roommate's Signature]
[Roommate's Printed Name]
Date: [date]

Please let me know if you have any questions or if you would like to make any amendments.

Best regards,
[Your Name]