

FLATTING AGREEMENT

supplied by **ousa** student support

This is an agreement entered into by all flat mates to promote good communication and make sure everyone shares responsibility for the tenancy and running of the flat.

If there are problems within the flat, a flat meeting should be called and this document referred to for clarification.

Address of flat:

Date tenancy agreement starts: _____

Tenancy term: _____ (e.g. 12 months)

Flat mate names:

FLAT ACCOUNT

We have a flat account and it is separate to any personal accounts a flat mate has.

The flat mate responsible for setting up the flat account is/are:

The flat mate responsible will:

- Ensure all flat mates have access to the account
- Only use money in the account for the agreed upon uses
- Set up and stop automatic payments for bills
- Close the account at the end of the year
- If excess in account repay all flat mates at the end by:

RENT

Each flat mate shall pay the following amount of

rent: \$ _____
each week/fortnight/month on the _____ (insert day).

If the amounts are not the same for each flat mate, note specific amounts below for each person below:

MOVING OUT EARLY

Joint Tenancy

If any flat mate wishes to end a joint tenancy before the end of the lease term:

- they are responsible for finding a substitute tenant the other flat mates are happy with
- OR
- the remaining tenants will find a replacement tenant they are happy with
- they will be responsible for paying for
 - ◇ rent
 - ◇ utilities
 - ◇ internet

until a replacement is found.

the leaving flat mate is responsible for notifying the landlord/property manager and making sure a change of tenant form is signed and sent to the landlord/property manager.

Individual Tenancies

If any flat mate wishes to end an individual lease before the end of the lease term:

- they can assign the tenancy to whomever they find suitable.
- they must consult with the other flat mates about the suitability of a prospective tenant.

REPAIRS/MAINTANCE

If repairs or maintenance are required, who will contact the landlord and arrange access to the property if required for the landlord/trades

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who is the next point of contact?

Flat mate 1: _____

Flat mate 2: _____

MEALS

- We will share food expenses as a flat and have a roster for cooking for:
 - ◇ Breakfast
 - ◇ Lunch
 - ◇ Dinner
- We will each buy our own food and do our own thing for:
 - ◇ Breakfast
 - ◇ Lunch
 - ◇ Dinner
- We agree to the following arrangement for food: _____

CLEANING

- We have a roster: OR
- We have fixed responsibilities:
 - Kitchen:** *benchtop, oven and stovetop, microwave, fridge, floor*

 - Bathroom:** *sink, basin, toilet, bath shower floor*

 - Common areas:** *tidy and vacuum lounge, dining, stairs and hall*

 - Rubbish and recycling:** *putting out bags and bins for collection*

 - Other:** _____

SHOPPING

- We will put \$ _____ per week into

the flat account.

- We will take turns doing the shopping
- We agree to the following arrangement for shopping:

- We will split the cost between all flat mates for a taxi to get the groceries home.
- We will give \$ _____ petrol money each if a flat mate uses their vehicle to take shopping home.
- We will walk the shopping home.

BILLS

- We will pay \$ _____ into the flat account each week/fortnight/month.
- One flat mate is responsible for organising the bills and we will split each bill evenly between all flat mates when each bill is due.
- Every bill has a different person responsible for organising payment.

The person responsible for the bill divides the total amongst the flat mates, collects the money and pays the bill (and makes arrangements for break times when away). The flat mates responsible for each specified bill are:

- We agree to the following arrangement for bills:

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REVIEWING AGREEMENT

- We agree to review this agreement each semester and all changes have to be agreed upon by all flat mates.
- We agree to review this document when a new flat mate joins the tenancy and all changes have to be agreed upon by all flat mates.
- We agree to only review this document should a flat mate become unhappy with an arrangement and all changes have to be agreed upon by all flat mates.
- We agree to never review this agreement and no alterations can be made.

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Additional names, signatures and dates below:

DISPUTES

Communication through a flat mate meeting is the best approach to problem-solving. However, if an issue cannot be sorted out as a group, try OUSA Student Support Centre for more information, mediation, advice and support (see the bottom of the page for contact details).

AGREEMENT SIGNED BY:

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____