

Household Agreement

This is an agreement entered into by all flatmates to promote effective communication and ensure shared responsibility within the flat. If any problems occur, a flat meeting shall be arranged, and this document referred to for clarification.

Please note: this is not a legally binding document but is an important guide to specify expectations of the flat.

Flat Details

Date Agreement Created:

Flat Address:

Tenancy Period:

Names of all Flatmates:

Agreement

Flat Account	<p>We have a flat account (this is separate to any personal accounts of all flatmates). The flatmates responsible for setting up the flat account are (at least two):</p> <p>These flatmates responsible will:</p> <ul style="list-style-type: none">○ Ensure all flatmates have access to the account○ Only use the 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 tenancy○ If excess in account at the end of the tenancy, the amount will be split among all flatmates and repaid by __/__/__.
Rent	<p>Each flatmate shall pay rent of \$___ each week on _____ (day).</p> <ul style="list-style-type: none">○ To the flat account○ Directly to the landlord/property manager <p>If the rent amount differs between flatmates, specify amounts below:</p>
Bills	<p>Choose one option:</p> <ul style="list-style-type: none">○ One flatmate is responsible for organizing all bills and bills will be split evenly between all flatmates.○ Each bill has a specific person responsible for organising payment. The person responsible for the bill divides the total among all flatmates, collects the money and pays the bill. <p>The flatmates responsible for each specified bill are:</p> <ul style="list-style-type: none">○ We will pay \$___ each into the flat account each week/fortnight/month to cover bills. Bills will be paid by _____ (flatmate responsible) by the bill deadline.○ We agree to the following arrangement for bills:

Meals	<p>Choose one option:</p> <ul style="list-style-type: none"> ○ We will share food expenses as a flat and have a roster for cooking for: Breakfast Lunch Dinner (circle those that apply) This roster will / will not include weekends. (circle one) ○ We will each buy our own food and do cooking for: Breakfast Lunch Dinner (circle those that apply) ○ We agree to the following arrangement for meals:
Shopping	<p>Choose one option:</p> <ul style="list-style-type: none"> ○ We will purchase communal items only such as: (consider pantry staples and cleaning products) ○ We will purchase communal items and food items for all shared meals. We will put \$ ____ per week into the flat account to cover these items. <p>Choose one option:</p> <ul style="list-style-type: none"> ○ We will do the shopping as a group. ○ We will take turns doing the shopping. <p>Choose one option:</p> <ul style="list-style-type: none"> ○ We will split the cost between all flatmates for a taxi/Uber to get the shopping home. ○ We will give \$ ____ petrol money each if a flatmate uses their vehicle to take shopping home. ○ We will order our shopping online and pick it up OR get it delivered. ○ We will walk the shopping home. <p>OR: We agree to the following arrangement for shopping:</p>
Heating	<p>Choose one option: Communal Areas (i.e. living room and kitchen)</p> <ul style="list-style-type: none"> ○ We agree to heat communal areas at night only. ○ We agree to heat communal areas between these times: <p>Choose one option: Bedrooms</p> <ul style="list-style-type: none"> ○ We agree to heating in bedrooms however any flatmates that wish to do so are required to pay an additional \$__ per week for power. ○ We agree to heating in the bedroom (no limits/extra cost) ○ We agree to no heating in bedrooms. <p>OR: We agree to the following arrangement for heating:</p>

Cleaning	<p>Cleaning needs to be completed weekly by _____ (specify day)</p> <ul style="list-style-type: none"> ○ We have a roster <p>OR:</p> <ul style="list-style-type: none"> ○ We have fixed responsibilities: <p><i>Kitchen:</i> benchtop, oven and stovetop, microwave, fridge, floor <i>Bathroom:</i> sink, toilet, bath, shower, floor <i>Common areas:</i> tidy and vacuum lounge, dining room, stairs and hallway <i>Rubbish & Recycling:</i> putting out bins for collection <i>Laundry:</i> communal items (tea towels, dishcloths etc) <i>Other:</i></p>
Safety	<p>Choose one option:</p> <ul style="list-style-type: none"> ○ The flat will always be locked. All flatmates are required to keep their key on them in order to access the property. ○ The flat will be locked at night from ____PM onwards.
Repairs/ Maintenance	<p>If repairs and maintenance are required, the allocated flatmate who will contact the landlord and arrange access to the property if required for the landlord/tradesmen is:</p> <p>Flatmate 1:</p> <p>OR: Flatmate 2:</p> <p>OR: The person responsible for/who notices the damage</p>
Flat Meetings	<p>Choose one option:</p> <ul style="list-style-type: none"> ○ Meetings shall be held every week/month and additional flat meetings can be agreed upon as required. ○ Meetings will be held on an as-required basis. ○ We agree to the following arrangement for flat meetings:
Visitors	<p>Choose one option:</p> <ul style="list-style-type: none"> ○ Visitors can stay overnight with _____ days/hours' notice. ○ Visitors cannot stay overnight <p>Choose one option:</p> <ul style="list-style-type: none"> ○ Visitors can stay for meals with _____ days/hours' notice. ○ Visitors cannot stay for meals <p>OR:</p> <p>Conditions for visitors staying overnight:</p> <p><i>Informing other flatmates:</i></p> <p><i>Maximum number of nights per week:</i></p> <p><i>Contribution towards bills/food:</i></p> <p><i>Use of showers:</i></p>

Parties	<p>Choose one option:</p> <ul style="list-style-type: none"> Flatmates can hold parties with ____days/hours' notice. Flatmates can only hold parties if all other flatmates agree and are given ____ days/hours' notice. Flat parties will be registered with Good One at least two weekdays in advance and all appropriate safety measures will be made. No parties are to be held at the flat. <p>OR: We agree to the following arrangement for parties: (consider curfew for noise on weeknights and during the weekend)</p>
Moving Out Early	<p>We acknowledge, as per the Residential Tenancies Act 1986, that if any flatmate wishes to move out before the end of the lease term, they are responsible for finding a replacement tenant that the other flatmates approve of (within reason). The departing flatmate will be responsible to cover their share of rent until a replacement is found, is approved by the property manager and has moved into the flat.</p> <p>The departing flatmate is responsible for notifying the landlord/property manager (in writing) and ensuring a change of tenant form is signed and sent to the landlord/property manager.</p> <p>The assignment fee will be covered by the departing flatmate/s (if relevant).</p>
Additional Agreements	Please add any additional agreements here:
Reviewing Agreement	<p>Choose one option:</p> <ul style="list-style-type: none"> We agree to review this agreement each semester and all changes must be agreed upon by all flatmates. We agree to review this document when a new flatmate joins the tenancy, and all changes must be agreed upon by all flatmates We agree to only review this document should a flatmate become unhappy with an arrangement and all changes have to be agreed upon by all flatmates. We agree to never review this agreement and no alterations can be made.

Resources

OUSA Student Support | The OUSA Student Support website hosts a variety of tenancy and flatting information. You can also request an appointment to chat about your flatting situation | ousasupporthub.org.nz

Tenancy Services | Tenancy Services is a government resource that provides comprehensive information for tenants and landlords | tenancy.govt.nz

Otago Community Law | Community Law offers free legal advice and information, representation and education to the people of Otago | communitylawotago.com

Agreement signed by:

Signature:	Name:	Date:
		
		
		
		
		
		