STEP 3: COMPLETE YOUR AGREEMENT
Once your living arrangement is defined, your RA will finalize your agreement. He or she will help you write your negotiated solutions in clear, specific language. Once the agreement is complete, roommates are asked to sign and date the document. The Residence Director (RD) will scan you and your roommates a copy of the agreement and keep the original for the room records.

STEP 4: USE YOUR AGREEMENT
Once the agreement is signed, refer to it whenever there seems to be a roommate dispute. Does the agreement address the situation at hand? Is the agreement clear enough to resolve the situation? Does that agreement require renegotiation?

FINAL THOUGHTS
The myth that roommates need to be best friends is false. Acquaintances can be excellent roommates, as long as respect and willingness to communicate are present. If you and your roommate aren’t close—do not despair!!

A few things to keep in mind:
- Go into a new roommate/suitemate/apartment-mate with an open mind.
- Be honest about what you need to be comfortable.
- Talk to your roommate right away if something bothers you.
- Avoid gossip.
- If you encounter a situation that you have not been able to resolve, contact your RA.

If the Agreement requires renegotiation, which is possible at any time during the academic year, follow steps one through three to negotiate the agreement. If you are unsuccessful in working through a conflict, contact your RA for consultation or additional mediation.

If you have any questions about this process, please contact your RA.

We hope you have a wonderful year with us in Student Housing Services.

E komo mai. Welcome. We want you to enjoy this year as you begin, or continue, your journey at UH-Mānoa. A good place to start is by developing a relationship with your roommate (s) and/or apartment-mates. In order to develop a healthy roommate relationship, it is vital that you begin communicating right away. This guide is designed to help you do just that.
The Process

Shortly after the semester begins, you will be asked to schedule a meeting with your Resident Assistant (RA) to complete the Roommate, suitemate, or Apartment-mate Agreement. Your RA will be present to help you and your roommate(s) engage in discussion about the topics included in this handout. At the conclusion of this meeting, you will have an agreement that will guide you through the remainder of the year in your room. Although this document is written, please remember that staff members are available throughout the year to revisit previous decisions should they not be working out for you and your roommate(s). Our number one priority is to assist you in making your experience at the University of Hawai‘i - Mānoa a positive one, and the Roommate/ Apartment-mate Agreement contributes to this effort.

STEP 1: GETTING STARTED
Before you complete the Roommate Agreement, spend some time getting acquainted with your new roommate(s). Talk together (preferably privately), keep your conversation in confidence, only ask questions that you are willing to answer, and be honest. Also, take some time before the meeting to reflect on topics presented in the next section so that you are better able to express your personal needs during the agreement provided.

STEP 2: DEFINE YOUR LIVING ARRANGEMENT
Use the categories outlines in the following pages to start a discussion about your expectations for day to day living. As you talk, record the key issues that relate to each topic and several possible solutions. Once you have covered every topic, go back to the beginning and identify potential solutions for each category that works best for all roommates. Make sure the solution you select is in keeping with the policies and procedures published in The Community Standards, Policies, and Disciplinary Procedures and the Code of Student Conduct.

A. Use of the Community Area
1. How orderly should the common area be kept?
2. Will we keep personal items in the common area?
3. How will we balance study time with TV/ radio/ computer use throughout the year?
4. Should windows be opened or closed at night?

B. Cleaning Issues
1. Will we keep food in the room?
2. How often will food areas be cleaned?
3. Where will trash/ recycling cans be kept and how often will they be emptied?
4. Who will clean our room or suite? How often?
5. Who will clean the fridge? How often?
6. What constitutes clean?
7. Will we split the cost of cleaning supplies?

C. Use of Personal Property
1. Who may use your stereo, TV, DVDs, and other electronics? What about your computer? How often must others ask permission? Do you want to be present when others are using your property?
2. Do you borrow your clothes to others? Who cleans them once they are borrowed?
3. Which groceries will we share? How will we know who should replenish them?
4. What happens if something breaks?

D. Social Behavior/ Visitation of Guests
1. Do we plan on doing social things together?
2. What is our comfort level with the consumption and/or storage of alcohol or other drugs?
3. When is room visitation acceptable?
4. What is communal space visitation acceptable?
5. What are the guidelines for guest behavior?
6. How much responsibility must a host take for his/her guest?
7. May guest of the same or opposite sex use the bathroom or shower?
8. Can a guest use any of the beds in the room when one of the roommates is out of town?
9. Are overnight guest permitted? When? How often?
10. Are guest permitted to stay alone in the room and/or common space?
11. What is our expectation about sexual activity in the room/ common spaces?

E. Study Time and Quiet Hours
1. Should we set specific study times?
2. How will we establish extra study time?
3. Can we study while listening to radio, television, or music?
4. How quiet must it be during study times?
5. How do we define quiet time?
6. When will we have quiet time?
7. What time is bedtime?
8. How early does the day begin?

F. Resolving Conflicts
1. How will we handle interpersonal conflict?
2. How will we handle conflicts with other students in another room (i.e. next door, down the hall, up-stairs, etc.)?
3. How will we know when it is time to ask the RA for help?
4. Is renegotiating our original roommate agreement a good option for this situation?

G. Other Issues to Discuss
1. Hygiene: How often will you shower? How often do you expect your roommate to shower? How often should laundry be done? Is anyone allergic to fragrances or foods? Where should muddy or smelly shoes be kept?
2. Safety: What precautions will we take in our room, suite, or apartment in the interest of safety? When will we keep the door/ window locked? What specific safeguards make me feel personally comfortable?
3. Other items: Pet peeves or any other things that you value (or do not values) in your living environment that have not been previously mentioned (e.g. smoking)?