



THE ROOM XCHANGE
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House Share Agreement

Property owner or primary tenants' details

Full Name: _____

Address: _____

Suburb: _____ State: _____ City: _____ Postcode: _____

Email: _____ Mobile: _____

Housemate's details

Full Name: _____

Current Address: _____

Suburb: _____ State: _____ City: _____ Postcode: _____

Email: _____ Mobile: _____

Household's details for room rental

Address: _____

Suburb: _____ State: _____ City: _____ Postcode: _____

Names of all housemates who live in the household

1. _____ 2. _____

3. _____ 4. _____

More if needed: _____

House share includes

Bedroom Name: _____

Bathroom: Ensuite Main Bathroom

Shared areas: Lounge Kitchen Garage

Other: _____



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Room includes/doesn't include

Furniture: Yes No

If yes, what: _____

TV Streaming: Yes No

Utilities: Yes No

Bedroom furnishings include

Item	Model/Details	Condition	Qty
Bed	_____	_____	_____
Chair	_____	_____	_____
Bedside table	_____	_____	_____
Reading lamp	_____	_____	_____
Wardrobe	_____	_____	_____
Dressing table	_____	_____	_____
Fitted carpet	_____	_____	_____
Rug	_____	_____	_____
Curtains	_____	_____	_____
Rubbish bin	_____	_____	_____
Mirror	_____	_____	_____
Aircon/heater	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

Rent and/or rent offset

Rent only | Rent and offset

Rent amount: _____ Rent offset hours: _____

Value of rent offset: _____ Rent to be paid: _____

Paid when? Weekly Fortnightly Monthly

Agreed jobs for rent offset: _____

Follow this example to assist you with your rent offset:

Rent amount = \$150. Rent offset hours – 4

Value of rent offset – 4 hours x \$25 an hour = \$80

Rent to be paid: \$150 - \$80 = \$70



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Method of payment

Bank transfer

Name on account: _____

BSB: _____ Account: _____

Cash: Must provide receipt Yes No

Other (third party) _____

Term of house share and termination agreement

Term of rental: _____

Start date: _____ End date: _____

Notice to terminate: 1 week 2 weeks 1 month

Bond – You are required by law to register the bond with your local bond authority

Bond amount: 1 week 2 weeks 3 weeks 4 weeks

Bond paid to: Landlord/head tenant RTBA Agent

Condition report: Been completed Yes No

Tenant has copy Yes No

Bills and utilities

Electricity Included: Yes No

Divided evenly: Yes No

Other: _____

Gas Included: Yes No

Divided evenly: Yes No

Other: _____

Water Included: Yes No

Divided evenly: Yes No

Other: _____

Internet Included: Yes No

Divided evenly: Yes No

Other: _____

Any additional terms or agreements to note: _____



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Signed by: Primary tenant/landlord

Signed by: New housemate

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Date: _____

Date: _____

Checklist

- Has the new housemate and primary tenant viewed each other's ID?
- Has the property been viewed either at the location or via video?
- Have the housemates all met each other at the location or via video?

Disclaimer

This is to be used as a guide only and you should not assume that it is right for your house share arrangement. You need to actively seek your own legal advice to ensure that the guide is suitable for your house share situation. The Room Xchange does not take any responsibility for your living arrangement or any issues that could come about as a result of using this guide. Our terms and conditions of use can be found [here](#).