Sample Tenant’s Resume

Wanna B. Renter

1234 Main Street, Hometown, California 12345 – cell phone number –

wannabrenter@dons.usfca.edu

**Objective:** To acquire a quiet place to live and pursue my studies while attending the University of San Francisco.

**Education:** University of San Francisco

* August 2017- Present, Chemistry 2nd year, Sophomore Status

**Employment:** Student assistant, part-time

* August 2017 – Present, Student life and leadership
* Summer 2015 – Present, Lifeguard, YMCA, Hometown, CA

**Activities:** Member, Student organization

**Previous Tenant** USF August 2017- May 2018, Fromm Hall **Experience:**

**Monthly Income:** From parents: $500

 From Scholarships/Loans: $600

 From Employment: $500

 **Total Monthly Amount: $1600**

**Bank Accounts:** Checking: Bank of American, San Francisco, CA

 Savings: Wells Fargo, Hometown, CA

**Credit Cards:** Bank of America Visa

**References:** Rental: Student Housing and Residential Education for payment history/status) offcampushousing@usfca.edu or (415) 422-6824

Employer**:**  Jane Doe, Assistant Director, Student Life and Leadership, (415) 422-7256

 Personal: Professor Williams, Chemistry Department, USF (415) 444-4444

**Roommate Agreement**

**This agreement made this ­\_\_\_\_\_ Day of ­­­\_\_\_\_\_\_\_**, 20**\_\_\_\_,**

**By and Between**

1. **\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_** **3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Whereas,** the parties hereto have on the ­­\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_\_, signed a lease for (address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a term lasting from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; (a copy of which is attached), and plan to reside on said premises as roommates; and,

**Whereas,** the said roommates wish to provide for the sharing of responsibilities in the renting of said premises;

 **It is therefore agreed as follows:**

1. Each of the roommates agrees to follow the rules and conditions set out in the attached lease and in this Roommate Agreement.
2. Each of the roommates shall pay monthly rent as follows (fill in the specific dollar amount each roommate is to pay per pay period):

**a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The roommates shall pay an equal share (fill in percentages, i.e., 1/3, ¼) ­­­\_\_\_, on a monthly basis, of the following expenses incurred relating to the premises including )ass applicable under the lease): electricity, gas, heat, basic telephone service, water, garbage pick-up and sewage, and (check if applies): cable­\_\_\_, food\_\_\_\_, cleaning and/or other contracted for services (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Each roommate shall be solely responsible to pay promptly any fines, fees, or other charges assessed by the landlord for the said roommate’s violation of the lease, including late payment of rent, bounced check charges, pet clause violation, key replacement, illegal parties, etc., and shall hold the other roommates harmless thereon.
3. Each roommate shall be solely responsible for the intentional or accidental damages they or their pets cause to the premises, including charges assessed by the landlord for the roommate’s failure to move out of their property at the end of the lease, and shall hold the other roommates harmless thereon.
4. Each roommate agrees not to take or use, without consent, the personal property of any of the other roommates, including food, clothes, utensils, jewelry, motor vehicles, TV, and the like.
5. If pets are permitted under the lease, each roommate owning or taking care of a pet shall be solely responsible for any additional pet deposit as may be required by the landlord, and shall be solely responsible for all damages caused by said pet.
6. Each roommate agrees that they shall remain liable for rent for the entirety of the lease period, whether or not the roommates remains a resident of said premises, unless the roommate is released from the lease by the landlord and unless the other roommates agree in writing to assume the roommate’s share of the rent.
7. Not withstanding the provisions of Paragraph 8 above, a roommate shall not be required to continue to pay rent upon vacating the premises during the term of the lease, if such leaving is due to criminal charges being directed against said roommate by another roommates or roommates or the material of the breach of the Roommate Agreement by other roommate(s). In such case, the roommates causing the roommate to leave shall be responsible for the departed roommate’s rent.
8. Roommate agrees that each of the other roommates shall have the right to sublet his or her share of the premises to another person provided the sublease is executed in writing and in accordance with the original lease and this Roommate Agreement. Roommates shall be given the opportunity to meet the prospective sublessee in advance and shall be entitles to a copy of the sublease agreement.
9. A roommate’s right to sublet, as outlined in Paragraph 10 above, shall be further limited as follows: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. The roommates agree that each roommate shall be allowed to have an overnight guest provided said guest(s) does not disrupt the other roommates’ right to the full and peaceable enjoyment of the premises. No roommate shall be allowed to have another person live in the apartment on a sustained or permanent basis without the approval of all the roommates and without consent of the landlord, if required by the lease.
11. Additional Agreements: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signatures:**

**\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Roommate Date Roommate

**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Roommate Date Roommate

**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Roommate Date Roommate

**Roommate Agreement**

This Roommate Agreement is made by the following roommates: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Roommates are sub-tenants in the apartment located at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Roommates agree to the following terms:

1. **Rental Agreement.** All of the Roommates agree to be bounded by all of the terms of the Rental Agreement.
2. **Lease Term.** Each of the Roommates will live in the Apartment from the period set forth in the Rental Agreement with the landlord, beginning on **­\_\_\_\_\_\_\_\_\_\_\_\_\_** and will carry out until **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Rent.** The total monthly rent for the Apartment is **\_\_\_\_\_\_.** Each Roommate will pay the following amount(s): Each sub-tenant must have rent paid to **\_\_\_\_\_\_\_**  3 days prior to when rent is pulled from the account. This accounts for thr wiring time from your account to ours and then to the property manager’s.
	1. **Shared room:** **\_\_\_\_\_\_\_**
	2. **Larger room:** **\_\_\_\_\_\_\_**
	3. **Smaller room:** **\_\_\_\_\_\_\_**

Rent shall by payable on the **\_\_\_\_** day of each month directly to **\_\_\_\_\_\_\_\_\_\_\_\_.** The Roommates understand that they are jointly and severally liable for the full amount of the rent, which means that each roommate is responsible to pay in full their portion of the apartment’s rent. Any late fees will be the responsibility of the roommate that faulted.

1. **Security Deposit.** The total security deposit for the unit is **\_\_\_\_\_.** Each Roommate has paid the landlord the following amount: **\_\_\_\_\_**. Each Roommate will receive their share of the deposit when the landlord returns it at the end of the tenancy. Any deductions from the deposit shall be shared by all the Roommates in proportion to the amount of the deposit paid; however, any damage caused by one of the Roommates shall be paid only by that Roommate.
2. **Early Termination of the Tenancy.** If one Roommate elects to leave before the end of the lease term described in paragraph 2, it is that roommate’s responsibility to find a replacement. The departing roommate will continue to be responsible for their share of the rent until the end of the lease term or a replacement begins paying rent, whichever occurs first.
	1. All of the remaining roommates will have the right to approve the replacement. Approval of a replacement roommate may not be withheld unreasonably.
	2. The landlord’s prior written approval is required to change roommate, and the departing roommate is responsible for obtaining that approval.
	3. Must notify master tenants on the first of the month, 30 days prior to moving out.
3. **Living Arrangements.** The bedrooms will be allocated as follows:
	1. **Master Bedroom:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. **Smaller Single Bedroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	3. **Larger Single Bedroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The bathrooms will be allocated as follows: The master bathroom will be split by the two roommates in the master bedroom. The smaller bathroom will be shared by the other two roommates.

Special House Rules about sharing space, furniture, appliances, and food in the apartment are:

1. Living room, kitchen, dining room, and all closets are shared spaces. All furniture and appliances will be equally split. (i.e. couch, coffee table, dining table, etc.)
2. Community items will be split as follows:
	1. Paper towels
	2. Dish soap
	3. Dishwasher dluid
	4. Spongers
	5. Swiffer refills
	6. Clorox wipes
	7. Bleach
3. **Overnight Guests.** Each roommate does need to obtain permission from the other roommates prior to the stay of any overnight guest(s). Permission should be obtained with as much advance notice as possible. No overnight guest(s) may stay longer than **\_\_** nights without the permission of the other roommates.
4. **Parties/Entertaining.** If entertaining a large group, permission must be obtained by all roommates listed in the agreement. There should not be more than 20 people for a party unless for a special celebration and is agreed upon by all roommates listed on the agreement.
5. **Utility Charges.** Each roommate agrees to pay 25% of the utility charges: PG&E, garbage, wifi.

PG&E: Deposit in the amount of **\_\_\_\_\_** paid to **\_\_\_\_\_\_\_**

Water: included in rent. Must monitor usage and check for leakage. If beyond reasonable usage, roommates will split bill.

Garbage: Deposit in the amount of **\_\_\_\_\_** paid to **\_\_\_\_\_\_\_**

WiFi: Deposit in the amount of **\_\_\_\_\_** paid to **\_\_\_\_\_\_\_**

1. **Household Chores.** The roommates will divide all household chores as follows:
	1. Dusting of window sills and other surfaces, and checking and cleaning mold in windows.
	2. Kitchen cleaning includes cleaning the outside of appliances and sink, wiping counter tops, and checking fridge cleanliness.
	3. Unloading dishwasher and taking out garbage and recycling.
	4. Sweeping or vacuuming floors in the living room, kitchen, and hallways.
	5. Bathrooms should be cleaned based off of roommates’ discretion.
2. **Cleanliness:**
	1. Chores will rotate weekly
	2. Will be done once a week and on an as-needed basis throughout the week.
3. **Noise Level.** After 10pm, the roommates will maintain a noise level that will permit all of the roommates to study. This includes all communal spaces.
4. **Smoking.** Smoking is not allowed in the apartment, including marijuana.
5. **Alcohol.** Alcohol is allowed in the apartment.
6. **Additional Remarks.** (attach additional sheets if necessary to address other items such as security, furniture, appliances, etc.)
7. **Agreement is Complete and Binding.** All preliminary negotiations by the Roommates are merged into, and superseded by the terms of the Agreement. Any modification to this Agreement must be in writing, signed by all the Roommates.

**We, the Undersigned, agree to the above stated terms.**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_** Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_** Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_** Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_** Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Previous Tenancy Reference

To

Chris Fisher

75 Cliff Avenue,

Date: 6th October 20XX

Subject: Landlord reference letter

Dear Mr. Fisher,

This is in reference to verifying the tenancy of Mr. Kenneth Aubi in 228 River Road, Crescent Cove CA, 93651. Among three other roommates, he was our tenant from 1/12/20XX to 1/9/20XX.

During that period of his stay, he was very responsible and timely in his rent payments, which were due on the first day of each month. He kept the apartment neat and clean and was considerate of his neighbors. We refunded the full amount of their security deposit. I am = pleased to say that he was a decent and helpful tenant, and given a chance I would rent my property to him again. We were informed well in advance about his intention to move out to a different city.

Yours sincerely,

Jenna Burns

226 River Road

ADDENDUM: CO-SIGNER AGREEMENT

Landlord:

Tenant:

Leased Premises:

This **Lease Addendum** is incorporated into and made part of the Lease executed by the Landlord and the Tenant referring to and incorporating the Leased Premises.

The co-signer acknowledges, had read and understands the Lease Agreement and agrees to accept full responsibility for the fulfillment of all of the terms and conditions of the Lease including payment of rent and any other charges. The co-signer will remain responsible for the entire term of the Lease, including any renewal and will not be released without written consent from the Landlord.

The co-signer guarantees payment of rent and any monetary damages suffered by the Landlord. This may include but is not limited to unpaid rent or late charges, non-reimbursed utility expenses, damages to the Leased Premises, as well as attorneys’ fees, where applicable, in the enforcement of the Lease.

The co-signer will not occupy the premises.

The co-signer may receive notices of a violation or non-payment of rent, but understands that it is not required of the Landlord.

This agreement may terminate or modify only upon completion of the Lease term, the end of the Lease or with the written consent for said changes from the Landlord. This agreement is binding upon heirs, administrators, executors, and assigns of either the Landlord or the Co-Signer.