

Roommate Agreement

Date: [Insert Date]

To: [Roommate's Name]

From: [Your Name]

Subject: Rent Payment Schedule

Dear [Roommate's Name],

As per our discussion regarding our living arrangements, this letter serves as a formal agreement outlining the rent payment schedule for our shared accommodation located at [Insert Address].

Rent Payment Details

- Total Monthly Rent: \$[Insert Total Rent]
- Your Share: \$[Insert Your Share]
- Roommate's Share: \$[Insert Roommate's Share]
- Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

Payment Schedule

Rent will be due on the [Insert Due Date] of each month. Late payments beyond [Insert Grace Period, e.g., 5 days] will incur a fee of \$[Insert Late Fee].

Agreement Acknowledgment

By signing below, both parties agree to the terms outlined in this letter.

[Your Name] [Roommate's Name]

Date: _____ Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]