Apartment Budget Planner

Property Address: ____________________________________________

GENERAL
Most property owners and utility services require payment in a single transaction from the unit. This will require one person to collect money from the other roommates and pay the total sum from their account.
How will money be exchanged between roommates? (ex: venmo, check, cash) ____________________________________________
How far in advance of a bill’s due date will money be transferred? ____________________________________________
How will you keep track of transactions? (ex: excel document, google doc, written records) _________________________

RENT
How much is the rent? ____________________________
How will rent be paid? ____________________________
Who is responsible for the final payment? ____________________________
Note: If your rent must be paid with a certified check or bank transfer, schedule payments around bank holidays to avoid delays

UTILITIES
Are any utilities included? ____________________________
How much is the water bill (monthly)? ____________________________
How much is gas/electricity (monthly)? ____________________________
How much is cable/internet (monthly)? ____________________________
Will you share any other utilities? ____________________________

DEPOSITS
How much is the security deposit? ____________________________
How will you split the security deposit? ____________________________
Will you be paying a pet deposit? ____________________________
If so, will you split the pet deposit? ____________________________
How will you return deposits later? ____________________________
When will deposit be returned? ____________________________

PAYMENTS
Who will pay the water bill? ____________________________
Who will pay the gas/electricity bill? ____________________________
Who will pay the cable/internet bill? ____________________________
Who will pay any additional bills? ____________________________

MONTHLY PAYMENT PLANNER

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<th>Roommate 1</th>
<th>Roommate 2</th>
<th>Roommate 3</th>
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<td>Cable/Internet</td>
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