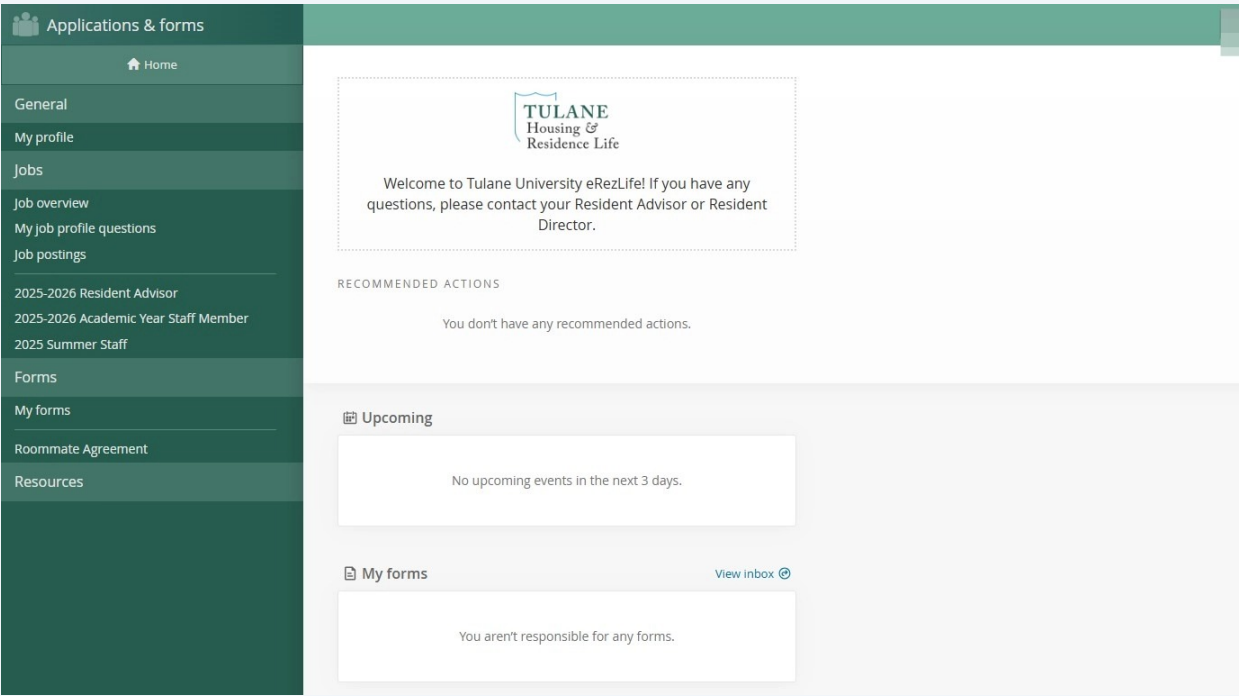


# Creating a Roommate Agreement Online

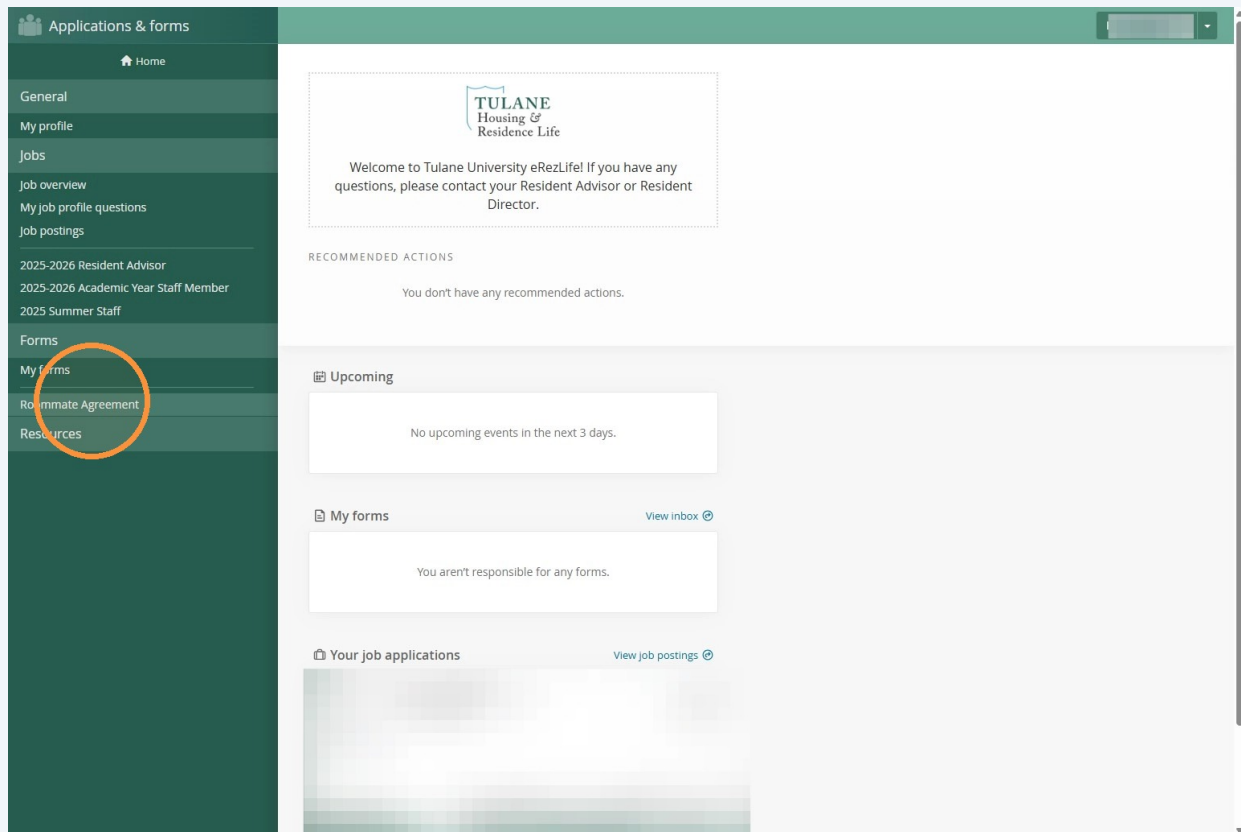


1 Navigate to <https://tulane.erezlife.com/>



2

Click "Roommate Agreement" under "Forms"



### 3 Enter the date in the "Date of Agreement" field.

The screenshot shows the 'Roommate Agreement' form. On the left is a dark green sidebar with navigation links: Applications & forms, Home, General, My profile, Jobs, Forms, My forms, Roommate Agreement, and Resources. The main content area is titled 'Roommate Agreement' and contains a 'General information' section. In this section, the 'Date of Agreement' field is highlighted with an orange circle. The field is a date picker showing 'mm/dd/yyyy' and a 'Range' button. Below it is the 'Residence Hall' field, which is a dropdown menu showing a list of residence halls. The 'Room Number' field is also visible at the bottom of the section.

Applications & forms

Home

General

My profile

Jobs

Forms

My forms

Roommate Agreement

Resources

## Roommate Agreement

### General information

Date of Agreement \*

mm/dd/yyyy Range

Residence Hall \*

▼All Residence Halls

- ☐ ARON
- ☐ BAYOU
- ☐ BUTLER
- ☐ DELA
- ☐ DELA TOWNHOMES
- ☐ FOGELMAN
- ☐ GREENBAUM
- ☐ JOLO
- ☐ LAKE
- ☐ MAYER
- ☐ MONROE
- ☐ RIVER
- ☐ SHARP
- ☐ WALL
- ☐ WARREN
- ☐ WEATHERHEAD

Room Number \*

### 4 Select your building.

The screenshot shows the 'Roommate Agreement' form. On the left is a dark green sidebar with navigation links: My profile, Jobs, Forms, My forms, Roommate Agreement, and Resources. The main content area is titled 'Roommate Agreement' and contains a 'General information' section. In this section, the 'Residence Hall' field is highlighted with an orange circle. The field is a dropdown menu showing a list of residence halls. The 'Date of Agreement' field is also visible at the top of the section.

My profile

Jobs

Forms

My forms

Roommate Agreement

Resources

## Roommate Agreement

### General information

Date of Agreement \*

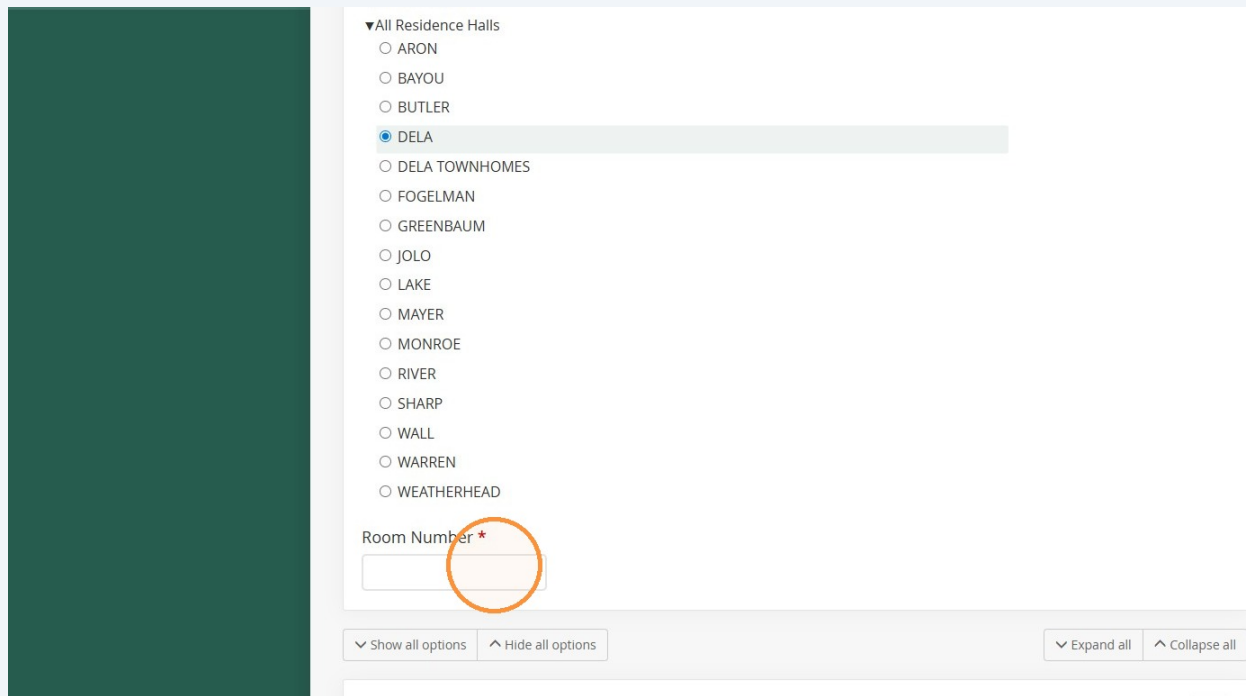
07/24/2025 Range

Residence Hall \*

▼All Residence Halls

- ☐ ARON
- ☐ BAYOU
- ☐ BUTLER
- ☐ DELA
- ☐ DELA TOWNHOMES
- ☐ FOGELMAN
- ☐ GREENBAUM
- ☐ JOLO
- ☐ LAKE
- ☐ MAYER
- ☐ MONROE
- ☐ RIVER
- ☐ SHARP
- ☐ WALL
- ☐ WARREN

## 5 Enter your room number in the "Room Number" field.



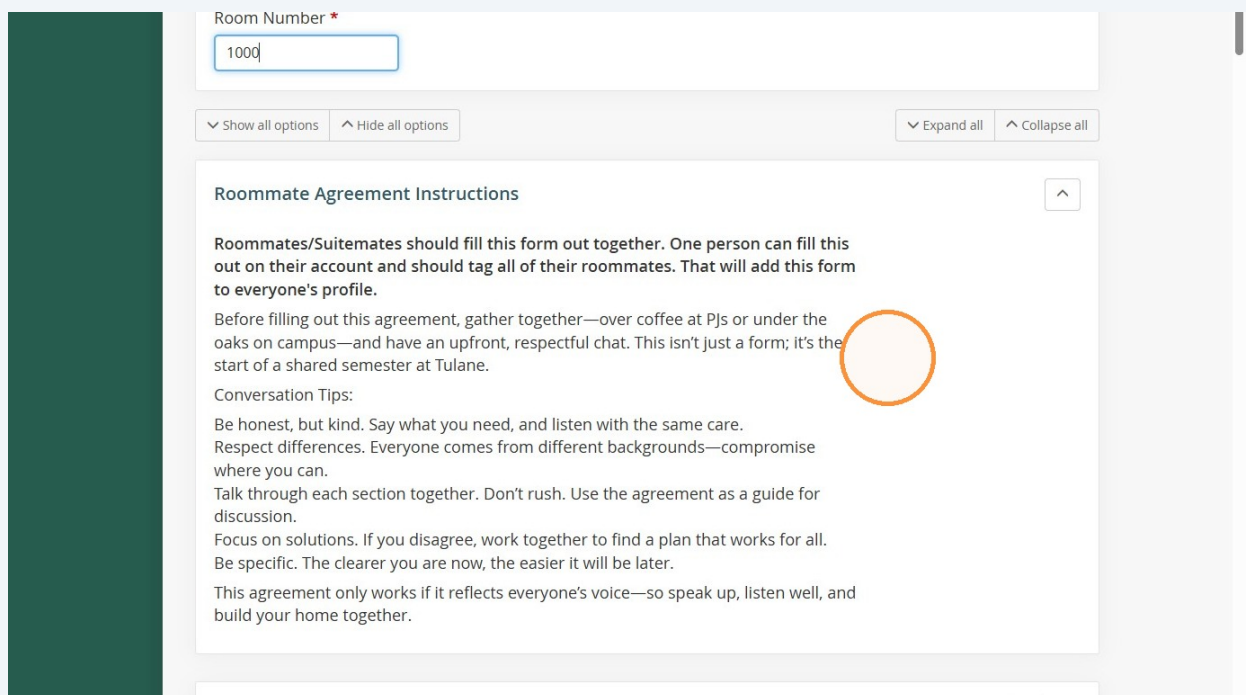
▼ All Residence Halls

- ☐ ARON
- ☐ BAYOU
- ☐ BUTLER
- ☒ DELA
- ☐ DELA TOWNHOMES
- ☐ FOGELMAN
- ☐ GREENBAUM
- ☐ JOLO
- ☐ LAKE
- ☐ MAYER
- ☐ MONROE
- ☐ RIVER
- ☐ SHARP
- ☐ WALL
- ☐ WARREN
- ☐ WEATHERHEAD

Room Number \*

▼ Show all options   ▲ Hide all options   ▼ Expand all   ▲ Collapse all

## 6 Review the "Roommate Agreement Instructions"



Room Number \*

1000

▼ Show all options   ▲ Hide all options   ▼ Expand all   ▲ Collapse all

**Roommate Agreement Instructions**

Roommates/Suitemates should fill this form out together. One person can fill this out on their account and should tag all of their roommates. That will add this form to everyone's profile.

Before filling out this agreement, gather together—over coffee at PJs or under the oaks on campus—and have an upfront, respectful chat. This isn't just a form; it's the start of a shared semester at Tulane.

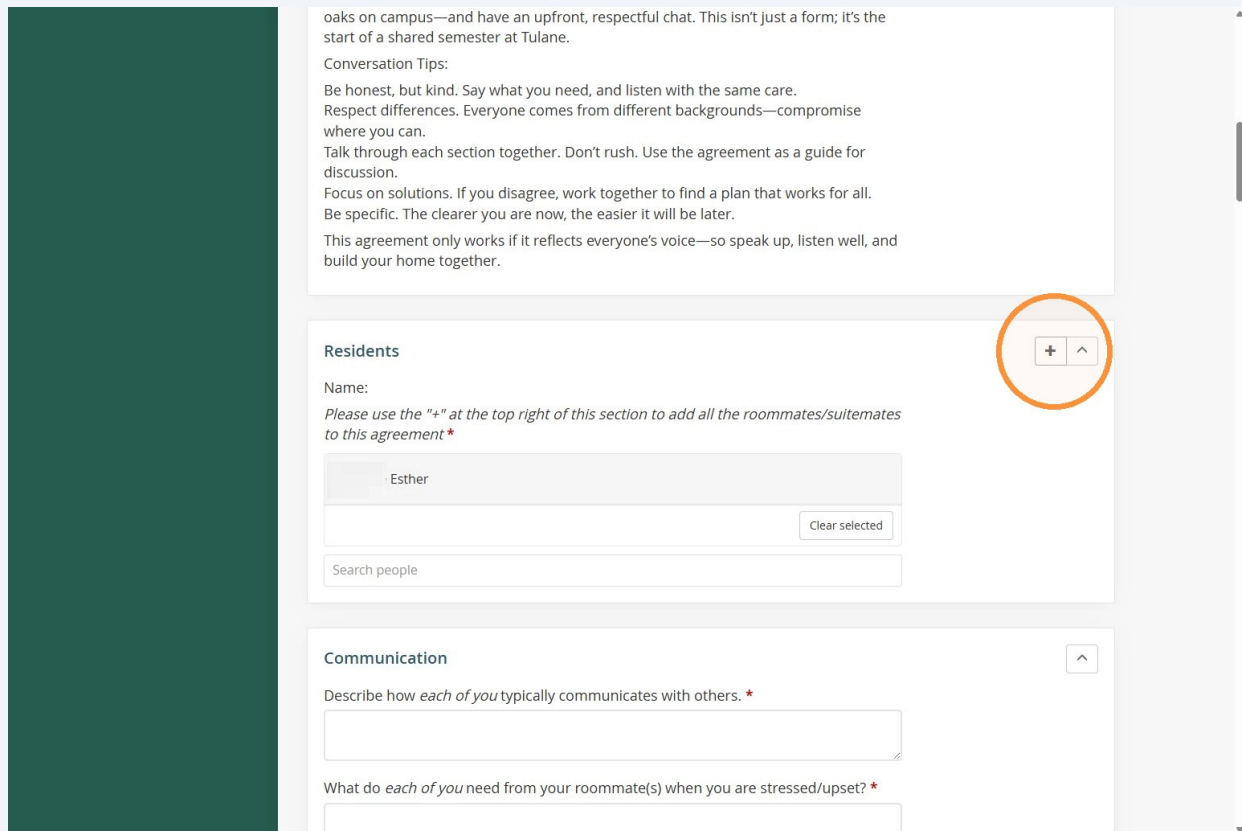
Conversation Tips:

- Be honest, but kind. Say what you need, and listen with the same care.
- Respect differences. Everyone comes from different backgrounds—compromise where you can.
- Talk through each section together. Don't rush. Use the agreement as a guide for discussion.
- Focus on solutions. If you disagree, work together to find a plan that works for all.
- Be specific. The clearer you are now, the easier it will be later.

This agreement only works if it reflects everyone's voice—so speak up, listen well, and build your home together.

## 7

## Add all roommates/suitemates by selecting the "+" button



oaks on campus—and have an upfront, respectful chat. This isn't just a form; it's the start of a shared semester at Tulane.

Conversation Tips:

Be honest, but kind. Say what you need, and listen with the same care.

Respect differences. Everyone comes from different backgrounds—compromise where you can.

Talk through each section together. Don't rush. Use the agreement as a guide for discussion.

Focus on solutions. If you disagree, work together to find a plan that works for all.

Be specific. The clearer you are now, the easier it will be later.

This agreement only works if it reflects everyone's voice—so speak up, listen well, and build your home together.

**Residents**

Name:

*Please use the "+" at the top right of this section to add all the roommates/suitemates to this agreement \**

Esther

Clear selected

Search people

**Communication**

Describe how *each of you* typically communicates with others. \*

What do *each of you* need from your roommate(s) when you are stressed/upset? \*

8

After adding additional Resident sections, search for each roommate by name in the search area. Select their name. Repeat for all roommates/suitemates.

**Residents [2]** + - ^

Name:  
Please use the "+" at the top right of this section to add all the roommates/suitemates to this agreement \*

Hannah C

Clear selected

Student has been added/changed. Please save the form.

Search people

**Residents [3]** + - ^

Name:  
Please use the "+" at the top right of this section to add all the roommates/suitemates to this agreement \*

Esther

Clear selected

Paul

Paula

Paul James

John-Paul R

**Communication** ^

Describe how *each of you* typically communicates with others. \*

9

Complete each question under the "Communication" section.

**Communication** ^

Describe how *each of you* typically communicates with others. \*

Paula prefers direct communication. Kate prefers text communication.

What do *each of you* need from your roommate(s) when you are stressed/upset? \*

Kate needs space when upset and will let Paula know when that is. Paula will go for a run when upset and will talk about why she upset when she returns to the room

If any conflicts arise or if someone needs to request a change (e.g., how we share the space, noise level, etc.), how would we like that conversation to happen?  
Please list answers for each roommates' preference. Examples include text message, phone call, written notes, in-person conversation, etc. \*

If we have an issue we agree to text each other to schedule an in-person conversation within two days. If we can't find a common time to meet up between classes we will have a phone call

Are there other areas of discussion regarding conflict that you would like to address with your roommate(s)?

Paula

**Cleaning** ^

Select the option(s) that best fits your shared cleanliness expectations: \*

## 10 Complete each question under the "Cleaning" section.

### Cleaning

Select the option(s) that best fits your shared cleanliness expectations: \*

[\[-\] Hide options](#)

☐ We will keep the room spotless

☒ We will keep the room tidy but not spotless

☐ We do not care about cleanliness

☐ Other

Select the option(s) that best fits your shared expectations of personal vs shared responsibility: \*

[\[-\] Hide options](#)

☒ We will take care of our own sides

☒ We believe everyone should clean up after themselves only

☐ We split cleaning tasks evenly, regardless of who made the mess

☐ One of us prefers (or doesn't mind) doing most of the cleaning

☐ Other

Select the option(s) that best fits your shared cleaning approach: \*

[\[-\] Hide options](#)

☐ We prefer a cleaning schedule with assigned responsibilities

☐ We clean as needed, without a set schedule

☐ We plan to check in regularly about shared space cleanliness

☐ Other

Select the option(s) that best fits your shared expectations of guest responsibilities: \*

[\[-\] Hide options](#)

☐ We expect guests to clean up after themselves

☐ We expect the roommate with the guests to clean up after their guests

☐ Other

## 11 Discuss break down of responsibilities for various cleaning tasks and expected frequency.

[\[-\] Hide options](#)

☐ We expect guests to clean up after themselves

☒ We expect the roommate with the guests to clean up after their guests

☐ Other

For each item listed below, indicate who will be responsible and when the task will be done:

**Taking Out Trash/Recycling \***

Paula will take out the tr

**How often should the trash go out? \***

Weekly

**Vacuuming/Mopping/Sweeping Shared Floor Space \***

We will trade off

**How often should we vacuum/mop/sweep? \***

Weekly

**Clear Floor Of Clothes, Books, Trash, Clutter, etc. \***

**How often should we clear the floor of clothes, books, trash, clutter, etc.? \***

- select one -

**Cleaning the MicroFridge/Throwing Away Expired Food \***

## 12 Complete each question under the "Studying" section.

None

Studying

We understand the Residence Hall has set quiet hours where we must be respectful of our community. We also understand that we need to be aware of how much noise we produce in our space. Quiet Hours are Sunday through Thursday from 9:00 p.m. to 8:00 a.m., and Friday and Saturday from 11:00 p.m. to 9:00 a.m. More information can be found in the [Community Living Standards](#)

We are ok with the following activities happening in our space while one or more of us is studying: \*

[\[-\] Hide options](#)

☒ Cooking

☐ Guests

☒ Music (without headphones)

☐ TV/Gaming/Computer (without headphones)

☐ Other

The following hours are set hours for quiet study:

Sleeping

Describe each of your sleeping habits (examples: early riser, night owl, takes naps,

## 13 Complete each question under the "Sleeping" section.

Sleeping

Describe each of your sleeping habits (examples: early riser, night owl, takes naps, etc.) \*

We are both early risers that like to take naps. We will text each other if we are going to take a nap while the other is out so they don't come back and make a lot of noise.

The following will not occur while someone is napping/sleeping (think about turning on overhead lights, playing music, hosting guests, etc.): \*

We would prefer to use lamps instead of overhead lights while the other is sleeping. Soft music is fine. Hosting guests is not

How many alarms/ snoozes are acceptable? \*

Use of Possessions

Are you ok sharing the following items?

TV/Video Game Equipment \*

- select one -

Food and Beverages \*

14 Complete each question under the "Use of Possessions" section.

15 Complete each question under the "Visitation and Guests" section.

16 Complete each question under the "Personal Responsibility and Safety" section.

Ask

Personal Responsibility and Safety

Students living in Tulane University Housing and Residence Life facilities are expected to know and understand the Tulane University Alcohol and Other Drug Policy, and the Tulane Tobacco Free Campus Policy. It is against policy and illegal for any student under the age of 21 to consume or possess alcohol in the residence halls. For further information about the policy please refer [here](#)

Considering the policy above, we have had a conversation about alcohol and drinking expectations for our living space. \*

☒ Yes

☐ No

Access to Building, Room, and Shared Space:

We agree to the following statement and we agree to lock the door of our shared space whenever we leave. We also understand that failure to do so could constitute negligence. If theft or vandalism to property in our shared space results from an individual's negligence, we understand that we may be liable for the loss if we did not lock the door. Furthermore, we understand that we do not have permission to give our keys, key cards, or passwords to anyone for them to use.

We agree to the statement above and to lock our doors. \*

☐ Yes

☐ No

Additional comments (if "no" for any of the above, please detail):

17 Add each roommates signature by either signing in the white box. Click confirm signature.

Signatures

Please sign below.

Add all other roommates' signatures by utilizing the "+" in the top right corner of this section. \*



Clear

Confirm signature

Type signature instead

18

Add a signature box for each roommate/ suitemate using the "+" button at the top of the signature section.

☐ No

Additional comments (if "no" for any of the above, please detail):

**Signatures**

Please sign below.

Add all other roommates' signatures by utilizing the "+" in the top right corner of this section. \*

19

Click "Close Form"



Tip! You've reached the end of the agreement! If you ever need to refer back to your agreement follow the steps below!

20 If you would like to refer back to your roommate agreement, click "My forms".

Applications & forms

Home

General

My profile

Jobs

Forms

My forms

Roommate Agreement

Resources

## Roommate Agreement

CURRENT STATUS  
Closed as of Jul 24, 2025 at 09:49 am

|                 |                                          |                       |
|-----------------|------------------------------------------|-----------------------|
| FORM<br>#128155 | INITIATED ON<br>Jul 24, 2025 at 09:42 am | BY<br>Kate Esther Lee |
|-----------------|------------------------------------------|-----------------------|

STUDENTS INVOLVED  
[Kate Esther Lee](#), [Hannah C Miller](#), [Paula Gaya Bisquerra](#), [Sabella G Smith](#)

VIEW MODE [Read only](#) [Print](#)

### General information

Date of Agreement \*

Jul 24, 2025

Residence Hall \*

DELA

21 Click "Closed"

& forms

Home

## My forms

Inbox (0) Watching (0) Closed

Filter by form #, form type, initiated by, workflow

view more details

No forms were found.

## 22 Click "Roommate Agreement"

The screenshot displays the 'My forms' section of a web application. On the left, a dark green sidebar contains a navigation menu with the following items: 'Applications & forms', 'Home', 'General', 'My profile', 'Jobs', 'Forms', 'My forms' (highlighted), 'Roommate Agreement', and 'Resources'. The main content area has a header 'My forms' and three tabs: 'Inbox (0)', 'Watching (0)', and 'Closed'. Below the tabs is a search bar with the placeholder text 'Filter by form #, form type, initiated by, workflow' and a magnifying glass icon. To the right of the search bar is a button labeled 'View more details'. Below the search bar is a table with the following columns: 'Form #', 'Form type', 'Initiated by', 'Workflow', and 'Date'. The table contains one row with the following data: 'Form #128155', 'Form type Roommate Agreement', 'Initiated by Lee, Kate Esther', 'Workflow Closed', and 'Date Jul 24, 2025'. An orange circle highlights the 'Roommate Agreement' link in the 'Form type' column.

| Form #  | Form type                          | Initiated by     | Workflow | Date         |
|---------|------------------------------------|------------------|----------|--------------|
| #128155 | <a href="#">Roommate Agreement</a> | Lee, Kate Esther | Closed   | Jul 24, 2025 |