BC Roommate Agreement for Adult Co-tenants

1. Parties, home, and existing tenancy

Agreement date: 2026-11-10. Intended household-arrangement start date: 2026-11-10.

Home: Unit SAMPLE, 123 Fictional Lantern Lane, Vancouver, BC, SAMPLE ADDRESS — NOT A REAL TENANCY, British Columbia (the Home).

Existing landlord: Fictional Lantern Homes Ltd. (sample only). Existing written tenancy agreement dated 2026-08-20, starting 2026-09-01, including the identified amendments/rules: Fictional Residential Tenancy Agreement dated August 20, 2026 and fictional building rules dated August 20, 2026; no amendments (QA facts only) (together, the Head Tenancy). Head Tenancy type: Month-to-month.

The following people are the Roommates. Each is at least 19 and is already named as a tenant on the same Head Tenancy with the landlord. All current residents are included; nobody signs here as another Roommate's landlord.

- R1 — legal name: Avery Example; household email: avery@example.invalid; household phone (optional): Not supplied; agreed bedroom/use allocation: East bedroom; internal use allocation only.

- R2 — legal name: Jordan Sample; household email: jordan@example.invalid; household phone (optional): Not supplied; agreed bedroom/use allocation: West bedroom; internal use allocation only.

These contact details are for household coordination only. They do not appoint anyone to receive legal service, create electronic-service consent under tenancy legislation, or authorize access to another person's accounts.

2. Limited purpose and priority

The Roommates exchange the household commitments below to organize costs and day-to-day use of the Home. They have reviewed the Head Tenancy together. This agreement neither gives a new person possession nor removes, replaces, or releases an existing tenant. It is not an assignment, sublease, licence to occupy, or amendment agreed with the landlord.

Applicable law takes priority. Nothing here contracts out of the Residential Tenancy Act (RTA) where it applies, changes the landlord's rights or duties, or requires a breach of the Head Tenancy. An inconsistent household term must not be used; obtain advice and agree on a lawful replacement. The remaining lawful terms continue only so far as they can operate fairly without it. A label such as “roommate” does not decide whether the RTA applies.

This form is not suitable if the owner shares a kitchen or bathroom with a resident; anyone has a different lease; anyone rents from another resident; a tenant is moving out so another person can occupy instead; the arrangement involves a minor or an unlisted resident; or there is uncertainty about tenancy status. Stop and get the appropriate advice/document rather than adapting this form.

3. Landlord exposure is not divided by this agreement

The cost shares below operate only among the Roommates. Co-tenants can generally be required to answer to the landlord for the whole tenancy obligation, not merely their agreed share. A shortfall, serious damage, or another person's conduct can affect everyone. Paying one's household share does not establish that the landlord has received full rent or release that Roommate from tenancy liability. No Roommate guarantees that the landlord will accept an internal division of responsibility.

4. Rent schedule and payment coordination

Current total monthly rent under the Head Tenancy: CAD 2,900.00. Landlord's current monthly due day: 5. Payment method already permitted by the Head Tenancy: E-transfer through the landlord's previously agreed private channel; no account information in this sample.

Agreed internal monthly contributions:

- Avery Example (R1): CAD 1,500.00.

- Jordan Sample (R2): CAD 1,400.00.

Payment coordinator: Avery Example. Each Roommate sends their contribution to that coordinator by day 2 of the same month, using E-transfer using privately agreed contact details; never share bank login credentials. The coordinator combines the contributions, pays the full rent to the landlord by the landlord's due date, and promptly shares confirmation. The coordinator has no authority to change the Head Tenancy or spend contributions for another purpose. An agreed backup for unavailability is If Avery is unavailable, both confirm a direct-payment arrangement with the landlord and exchange actual confirmations before the due date; no change is assumed without confirmation. The earlier household transfer date is not a changed landlord due date.

Any Roommate who anticipates a problem will tell the others as soon as reasonably possible, state the amount and expected timing, and cooperate on a lawful solution. Nobody is required by this agreement to advance another person's share. If a Roommate does advance a missing agreed share to protect the tenancy, they will document the actual payment; the Roommate whose share was advanced will reimburse that amount within 7 calendar days after receiving the supporting record. A disputed allocation follows clause 14. No late fee, daily penalty, automatic interest, collection surcharge, or acceleration of future rent is created here.

An actual lawful rent change requires a new written household allocation agreed by everyone. No Roommate may impose a rent increase on another using this agreement. Existing landlord obligations continue while the internal allocation is being resolved.

5. Utilities and approved shared spending

Only these separately billed items are shared under this agreement. A blank or omitted bill is not authority to charge it; a bill already included in rent must not be charged again.

- Item: Electricity. Provider/account-holder Roommate: Jordan Sample (R2). Cost covered: the actual provider charge for the provider's metered electricity bill for the Home, excluding personal optional products, after credits/refunds, without markup. Division: Avery Example (R1): 50%; Jordan Sample (R2): 50%. To allocate whole cents, round each share down to cents and allocate any remaining cents to the largest fractional remainders, with ties in Roommate ID order. The amounts allocated must total the actual charge or actual returned amount. The account holder pays the provider on time, circulates a redacted bill showing the period, amount and credits, and requests each agreed share. Each share is reimbursed within 7 calendar days of that request and supporting bill. Service/account change or cancellation needs advance household discussion and compliance with provider terms; this form does not bind a provider or transfer an account.

- Item: Home internet. Provider/account-holder Roommate: Avery Example (R1). Cost covered: the actual provider charge for the agreed basic home internet service, excluding optional equipment purchases and personal media subscriptions, after credits/refunds, without markup. Division: Avery Example (R1): 50%; Jordan Sample (R2): 50%. To allocate whole cents, round each share down to cents and allocate any remaining cents to the largest fractional remainders, with ties in Roommate ID order. The amounts allocated must total the actual charge or actual returned amount. The account holder pays the provider on time, circulates a redacted bill showing the period, amount and credits, and requests each agreed share. Each share is reimbursed within 7 calendar days of that request and supporting bill. Service/account change or cancellation needs advance household discussion and compliance with provider terms; this form does not bind a provider or transfer an account.

Groceries, subscriptions, furniture, and other purchases are personal unless all Roommates first agree in writing on the specific purchase, maximum total cost, each person's share, and ownership. Agreement cannot be inferred from silence. A person buying something without that agreement cannot charge the others under this clause. No common fund, standing purchase authority, or jointly owned property arrangement is created. Necessary repairs and emergency work follow clause 10, not an assumed shopping authorization.

6. Existing landlord deposits — records only

The Roommates' reported contribution record for existing deposits held by the landlord is:

- Deposit type: Security. Reported original total paid to landlord: CAD 1,450.00. Contribution record: Avery Example (R1): CAD 750.00, return share 75000/145000; Jordan Sample (R2): CAD 700.00, return share 70000/145000. To allocate whole cents, round each share down to cents and allocate any remaining cents to the largest fractional remainders, with ties in Roommate ID order. The amounts allocated must total the actual charge or actual returned amount. Actual evidence reference to check: FICTIONAL QA reference only: imagined August 20, 2026 landlord deposit record; no actual receipt exists in this package.

This schedule records reported contributions; it does not acknowledge receipt, prove payment, authorize a deduction, or request another deposit. Check the underlying genuine records. A disputed or undocumented contribution needs individual review before reliance.

When a landlord actually returns a deposit or associated interest to one Roommate, that person promptly shares the landlord's accounting and tells the others what was received. Within 7 calendar days after receipt they distribute the amount actually received in the recorded contribution proportions, unless everyone agrees in writing on a different documented allocation. This is an internal accounting promise only, not a direction binding the landlord. A separate claim for damage or debt does not permit that person to withhold another's distribution unilaterally.

This agreement does not create an inter-Roommate security, pet, key, damage, or replacement deposit. Moving out alone does not establish a right to demand a partial refund from the landlord or the other Roommates. The landlord-deposit process remains governed by the Head Tenancy and applicable law. Any tenant's dealings with the landlord about a deposit can affect all co-tenants: discuss them first where safe and practicable, but this agreement does not remove a tenant's legal rights, extend legal deadlines, or restrict access to the RTB.

7. Rooms, common areas, and belongings

Bedroom allocation is an internal use arrangement only, not a separate rental of a room. Shared areas are Kitchen, living room, bathroom, hall and in-unit laundry, with reasonable shared access. Everyone may reasonably use them without excluding another Roommate. Keep exits, fire-safety equipment and access routes clear. Do not enter another's allocated bedroom or use their belongings without permission, except where reasonably necessary to respond to an immediate emergency. This does not give a Roommate the landlord's statutory entry powers or alter lawful landlord entry.

Personal property remains its owner's. Agreed permission to use particular personal items: Jordan permits ordinary shared use of Jordan's labelled kettle, subject to cleaning and reasonable care. All other belongings need the owner's permission; no jointly owned property is created. No sale, seizure, disposal, lien, or retention of another's property is authorized for an alleged debt. Do not record others in private spaces or share keys, access codes, personal records or household contact details outside a necessary lawful purpose without permission.

8. Cleaning, waste, and noise

The cleaning and waste schedule is Avery cleans the bathroom in odd-numbered calendar weeks and Jordan in even-numbered weeks; the other cleans kitchen common surfaces that week. Each cleans personal dishes and spills after use. Alternate the building's posted waste-collection task weekly and follow sorting rules. Discuss swaps in the household channel; no chore fines. Each person cleans up their own spills and food waste promptly and leaves shared facilities usable. Discuss an inaccessible or impractical task and a workable alternative; do not impose a charge or penalty for a missed chore.

Agreed quiet hours: 22:00 to 07:00, daily. Keep sound and activities reasonable outside those hours as well. The schedule does not authorize unreasonable disturbance at any time, override building rules, or excuse discrimination or a failure to accommodate where the law requires accommodation. The Roommates will discuss reasonable adjustments for work, disability, health or other needs without requiring unnecessary private medical information.

9. Guests, smoking, and pets

Guest-coordination plan: Send a courteous advance message for a gathering using common areas; discuss scheduling conflicts and keep exits clear. Ordinary visits do not require a fee. Seek separate review before any proposed guest becomes an additional resident. A host tells guests the lawful household/building rules and takes reasonable steps to address their guests' noise, damage and interference. This plan is about coordination and shared use, not a guest fee, an automatic visitor ban, or a right to remove someone forcibly. No guest becomes a resident or co-tenant by this agreement. Discuss a proposed additional resident with all Roommates and the landlord as appropriate; stop this workflow if tenancy/occupancy changes are proposed.

Recorded smoking/vaping arrangement, subject to law and the Head Tenancy: No smoking or vaping inside, consistent with the fictional Head Tenancy; follow lawful building rules for outdoor areas. Accommodation questions require individualized advice. Recorded existing pets and care/cleaning plan: No current pets; a proposed pet or accommodation issue requires discussion, any necessary landlord arrangements and individual review before this schedule is changed. This does not authorize a prohibited pet, change a pet restriction, create pet-deposit obligations, or determine accommodation rights. Seek advice for an accommodation dispute; do not enforce a household rule through exclusion or threats.

10. Repairs, damage, keys, and safety

Report leaks, hazards, needed repairs and significant damage promptly to the landlord through Use the fictional landlord's existing maintenance email channel; for urgent hazards follow the previously supplied after-hours contact process and applicable emergency-repair rules. No actual contact details are provided in this fixture, and inform the other Roommates where appropriate. Preserve dated records and protect privacy. Take reasonable, safe steps to limit avoidable loss. Do not perform unsafe work or authorize structural changes. Household coordination does not replace any required landlord notice or the statutory emergency-repair process. No automatic right to deduct repairs or other claims from rent is created.

A Roommate responsible for damage caused by that person's own act or neglect, or for damage for which they are legally responsible relating to a guest, will address a supported claim for the reasonable resulting loss. Ordinary wear, pre-existing damage, estimates without substantiation, and duplicate recovery must not be treated as established household debts. Share relevant photographs, invoices and payment records and allow a response. If responsibility or amount is disputed, seek an agreement or a lawful determination under clause 14; no Roommate may declare a binding fine or apply automatic forfeiture.

No Roommate may change locks, disable access, disconnect essential services, withhold keys, threaten eviction, or physically remove another to enforce this agreement. Follow lawful procedures and get urgent help for danger. No discussion, reimbursement period, or mediation step in this document delays an emergency response, protective application, legal deadline, or right to seek help.

11. Planning a departure — not a termination mechanism

Preferred advance household planning period: 30 calendar days when safe and practicable. A Roommate considering moving will tell the others early enough for discussion where possible. This is a planning request only: it is not notice to the landlord, a minimum lawful termination period, a penalty trigger, or permission to prevent a departure. It does not waive any statutory right, including a safety-related right.

Important co-tenant risk: a valid notice ending a shared tenancy can end it for everyone, even without the others' signatures. A private promise to leave only one's room does not ensure that the others may stay. Leaving without ending the tenancy can also leave the departing person liable. Do not send, withdraw or rely on a tenancy-ending notice, or promise a replacement's move-in, based on this form. Obtain timely independent advice about the actual tenancy, dates and notice before acting. The Roommates cannot require another's consent as a condition to using a non-waivable legal right.

If anyone plans to leave, the Roommates will seek a documented lawful arrangement with the landlord and appropriate advice. This form does not add a replacement tenant, assign a tenancy, authorize a sublet, require the landlord to accept anyone, set a new rent, or release a departing person. A sublet or assignment needs the necessary landlord written consent and separate documentation. A change to the named co-tenants needs proper agreement with the landlord and affected tenants; a household vote or substitute signature here is insufficient.

When lawfully leaving, coordinate cleaning, genuine meter/bill records, personal belongings, keys and a safe contact method. Do not hand over possession or access to a proposed replacement without the necessary arrangements. Do not assume personal property left behind is abandoned or may be sold. Resolve its handling lawfully.

12. Changes and duration

The internal arrangements begin on the stated start date only after all Roommates sign this agreement. All Roommates must agree in writing to a change, identify its effective date and keep a copy. An oral conversation or majority vote does not amend these internal allocations. No change binds the landlord, amends the Head Tenancy or supplies required consent.

The Roommates may end these internal arrangements by unanimous written agreement, or they cease for future household performance when the Head Tenancy lawfully ends. Neither event itself ends the Head Tenancy or releases a tenancy obligation. A proposed change in residents or tenancy status requires fresh review, not editing a name here. Accrued lawful reimbursement and accounting obligations remain subject to proof, mitigation, available defences and applicable limitation periods; nothing extends liability automatically or creates a new future-rent guarantee.

13. Household communications and records

Coordination channel: Private group email to the sample addresses listed above; coordination only, not legal-service consent. Share material landlord correspondence affecting the tenancy promptly where lawful and safe, without assuming this meets any service requirement. Maintain an accessible shared record of approved expenses, redacted bills, payment confirmations and written changes at Private household folder accessible to both Roommates; redact unrelated account information and keep original genuine records separately. Do not request bank logins, full identity-document copies or unrelated personal records. Record a payment only when it actually occurs; this agreement and its sample are not receipts.

14. Disagreement and available remedies

If it is safe, describe the specific issue, proposed solution and supporting records in writing. Allow a reasonable opportunity to respond and try a practical discussion. Voluntary mediation may be used only if everyone involved freely agrees. None of these steps is mandatory before emergency help, advice, a timely claim or an application to a body with jurisdiction.

Disputes solely between co-tenants about this household agreement are generally for the appropriate civil forum, not the RTB. Landlord–tenant issues may belong at the RTB. The nature of the claim and current jurisdiction rules must be checked; this agreement does not choose jurisdiction, require arbitration, waive a remedy, recover legal fees automatically, or guarantee an outcome. Seek independent advice if there is coercion, violence, a notice, an existing claim, or uncertainty.

15. Copies and signatures

Before signing, this agreement should be checked for complete consistent schedules, correct party names, actual Head Tenancy terms and free, informed agreement; each Roommate should receive a complete identical copy with attachments and an opportunity for independent advice. No backdating or pre-filled signatures are permitted. Signing this agreement acknowledges the internal promises only, not payment, landlord consent or legal approval.

Roommate name: Avery Example (R1)
Signature: _____ Date: _____

Roommate name: Jordan Sample (R2)
Signature: _____ Date: _____

End of agreement

Completion instructions

Consensual household cost-sharing and coordination for 2–6 adults already named as co-tenants on the same existing written BC residential tenancy.

Not a new letting, occupant licence, separate leases, owner-shared kitchen/bathroom arrangement, replacement, departure, assignment, sublet, active dispute or safety-related negotiation. Custom household plans require customer-specific qualified review.

Check the actual complete tenancy and all amendments with every named co-tenant. Internal cost shares do not cap possible landlord claims or create separate tenancies.

Verify rent totals, bill allocations and any genuine existing-deposit contribution records. Do not create a new household deposit, fabricate a receipt or impose automatic deductions.

Have a qualified BC legal reviewer check the actual custom household plans for tenancy consistency, rights, accommodation and lawful enforcement. Master approval is not independent review of customer-entered terms.

All participating co-tenants should review the identical complete agreement, sign and date without backdating and retain copies. This does not obtain landlord consent or add, remove or release a tenant.

A valid tenancy-ending notice by one co-tenant may affect everyone, while moving out alone may leave liability. The household planning period is not legal notice. Obtain timely advice before a departure, replacement or notice.

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