May 1, 2015

Roommate change form

Previous Roommates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Roommates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| effective date | Please read below and complete with a yes or no | yes | no | Additional comments |
| --- | --- | --- | --- | --- |
| [Date] | All bills will be split evenly |[ ] [ ]   |
| [Date] | All bills will **NOT** be split evenly |[ ] [ ]   |
| [Date] | Certain people are exempt from the bill and do not have to pay |[ ] [ ]   |
| [Date] | Certain people are exempt from certain charges (i.e. they only pay internet not phone/cable) |[ ] [ ]   |
| [Date] | We need to send reimbursement to a roommate/guardian for the bill instead of paying the company directly |[ ] [ ]   |
| [Date] | All payments are to be made directly to the company (AEP, Time Warner, ATT etc.), **NOT** to a third party or roommate not associated with PayCo |[ ] [ ]   |
| [Date] | The new roommate situation caries over all bills from the previous arrangement |[ ] [ ]   |
| [Date] | Certain bills are no longer going to be paid per new arrangement. (New place doesn’t have utilities, etc.) |[ ] [ ]   |
| [Date] | The name on the bill is of someone who is no longer part of the roommate arrangement |[ ] [ ]   |
| [Date] | The names on **ALL** bills are people currently living together at this time |[ ] [ ]   |