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# Roommate Checklist

Before you pay, confirm who you are renting from.

## 01 Confirm the arrangement

- [ ] Identify the owner and the person offering the room. Verify their authority to rent it.
- [ ] Ask whether you will share a kitchen or bathroom with the owner. RTA section 4(c) generally excludes this setup.
- [ ] Confirm: one joint tenancy, a separate room tenancy, or an agreement only with a resident tenant? Labels alone do not decide.
- [ ] Check whether the existing tenancy permits the arrangement. Ask questions before paying.

Person I contract with / their role:

Room, address and shared spaces:

## 02 Agree on payments and get copies

- [ ] Record rent, due date, payment method and every included service. Get a signed agreement and receipts.
- [ ] Write down the deposit holder, amount, purpose, deductions and return arrangements.
- [ ] For an RTA tenancy: security deposit up to half a month; permitted pet deposit up to another half. These limits do not automatically apply outside the RTA.
- [ ] For one joint tenancy, check the total deposit for that agreement, not a separate deposit limit for each roommate.

Rent / deposit / amounts already paid:

Do not assume a missing written lease means no tenancy exists. If status is uncertain, ask the RTB or a qualified adviser.

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Agree now. Keep records. Recheck the rules before moving out.

## 03 Set expectations for shared living

- ☐ Record how utilities, internet and other agreed costs are split. Decide who shows bills, pays suppliers and receives reimbursements.
- ☐ Agree on guests, quiet hours, cleaning, pets, parking, storage and replacement roommates.
- ☐ Take dated move-in photos; complete required RTA condition inspections where applicable and retain the reports.

## 04 Plan a clear exit

- ☐ Record notice requirements and permitted delivery methods. Do not assume every roommate gets a standard 30 days.
- ☐ If co-tenants share one agreement, check before giving notice: one valid notice can end it for everyone. Simply leaving may not end liability.
- ☐ Outside the RTA, review your contract and seek advice about notice if it is unclear.
- ☐ Keep move-out photos, inspection reports, final bills, key-return records and any written settlement.
- ☐ For an RTA deposit, provide a written forwarding address properly. The usual 15-day return/application period starts after the later of tenancy end and receipt of that address, subject to exceptions.

Notice / move-out / final bill arrangements:

## 05 Keep the right help close

The RTB generally resolves covered landlord-tenant disputes, not roommate-to-roommate disputes. Many roommate money claims up to $5,000 fall within CRT jurisdiction; check the correct forum and deadlines.

BC government: rental housing situations

RTB Policy Guideline 13: co-tenants and occupants

Residential Tenancy Act: BC Laws

BC Civil Resolution Tribunal: small claims