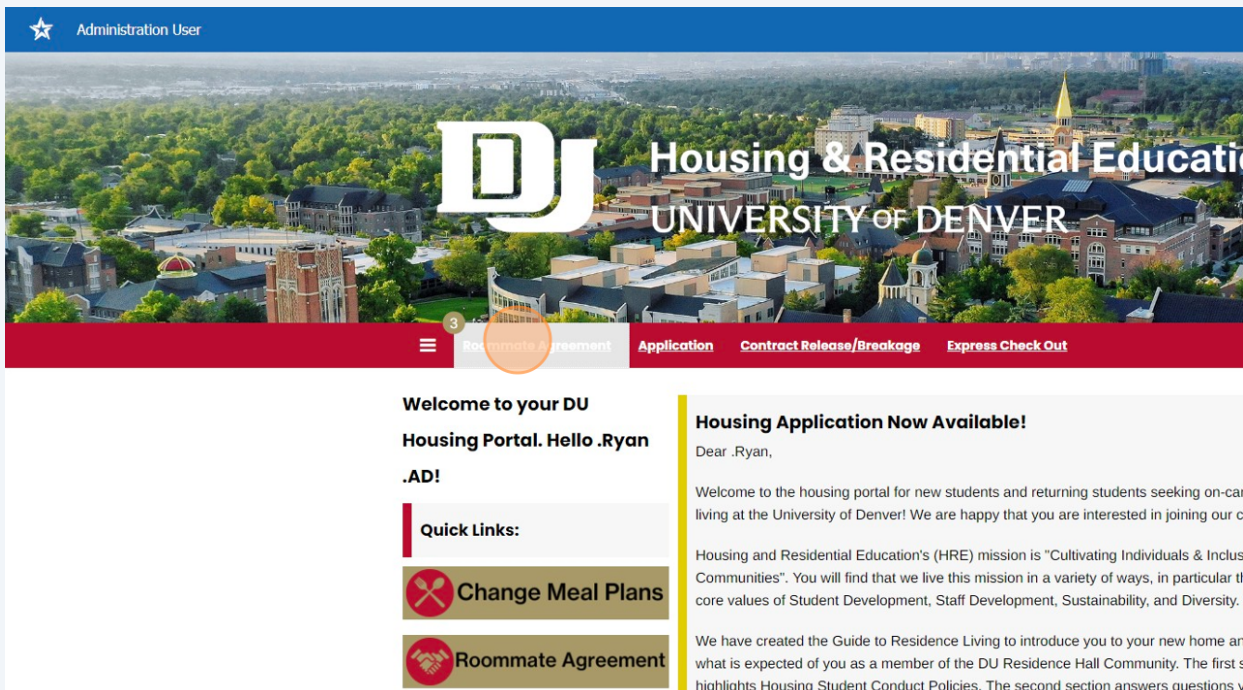


# Completing Roommate Agreement on DU StarRez Housing Portal



1 Navigate to the Housing Portal

2 Click "Roommate Agreement"



### 3 Click "Save & Continue"

Review, complete, modify each item listed.

If a section does not pertain to you, please select "Not Applicable".


Agreements cannot conflict with University or Residence Life policies.

Upon completion, each resident will then need to log on and click through the agreement on order to verify their agreement by clicking "Submit" at the end of the page.

*\* Completion deadline is Monday, October 2, 2023 at 8AM*

Please be advised, while filling out the agreement, the portal will time out after 40 minutes so it's best to have everything you want to your agreement written out beforehand. The completion deadline is Monday, October 2, 2023 at 8AM. Please remember, even after meeting with your RA, they are always a resource for you and they will often refer back to what your Roommate Agreement states. In this process, residents will utilize these steps to assist in coming to compromises on how the room environment will function: Roommate Agreement steps will cover a few key items that will aid in learning about each other's preferences and habits in order to prevent conflict from occurring. It is strongly recommended that you review the Guide to Residence Living prior to completing this, to further understand your responsibilities as a resident. A copy can be found [HERE](#), on the Housing & Residential Education website.

**Save & Continue**



**Housing & Residential Education**  
UNIVERSITY OF DENVER

[housing@du.edu](mailto:housing@du.edu)  
Phone: 303-871-2246  
<https://studentaffairs.du.edu/housing>  
Diamond Family Residential Village  
2020 S. High

### 4 Click "Select"



**Housing & Residential Education**  
UNIVERSITY OF DENVER

**Booking Selector**  
Please select a booking from the options below.

Autumn 2023  
(8/24/2023 - 11/22/2023)  
Centennial Halls Double

**Select**



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**Contact Us**  
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Diamond Family Residential Village

## 5 Fill out by selecting options from the dropdowns.

Roommate Name	Room Space	Date Agreed
Ryan	Halls N 0210-1	No response yet
Jessica	Halls N 0210-2	No response yet

### Roommate Agreement

#### Use of the Room/Suite/Apartment

When we are home and awake, the door is:  
*For your safety, HRE recommends that doors are always locked.*

When we are not home or when we are asleep, the door is:  
*For your safety, HRE strongly recommends that doors are always locked.*

When we are not in the room, we will:  
*For your safety, HRE strongly recommends that doors are always locked.*

If we put food in the refrigerator:

## 6 Square boxes allow residents to select all that apply.

When we are not home or when we are asleep, the door is:  
*For your safety, HRE strongly recommends that doors are always locked.*

When we are not in the room, we will:  
*For your safety, HRE strongly recommends that doors are always locked.*

☐ Make sure the blinds are closed  
☐ Make sure the door is locked  
☐ Make sure the lights are turned off  
☐ Make sure the windows are locked

Select All Clear All

If you selected "other" above, please specify:

If someone comes to the room while a room/suite/apartment mate is not there and asks to use something that belongs to that room/suite/apartment mate:

### Cleanliness

7

Multiple checkboxes are likely applicable to the question.

When we are not home or when we are asleep, the door is:  
For your safety, HRE strongly recommends that doors are always locked.

Always locked

When we are not in the room, we will:  
For your safety, HRE strongly recommends that doors are always locked.

Make sure the door is locked

☐ Make sure the blinds are closed

☒ Make sure the door is locked

☐ Make sure the lights are turned off

☐ Make sure the windows are locked

Select All

Clear All

If you selected "other" above, please specify:

<empty>

If someone comes to the room while a room/suite/apartment mate is not there and asks to use something that belongs to that room/suite/apartment mate:

#### Cleanliness

We like the room/suite/apartment to be:

8

Once all fields have been filled, click "Save & Continue"

Administration User

What personal or cultural practices should room/suite/apartment mates be aware of?

<empty>

How will we approach each other if we have a concern, including but not limited to violations of this agreement?

<empty>

If we want a guest to leave, how will we let each other know?

<empty>

Are there any other agreements we'd like to make?

<empty>

Save & Continue

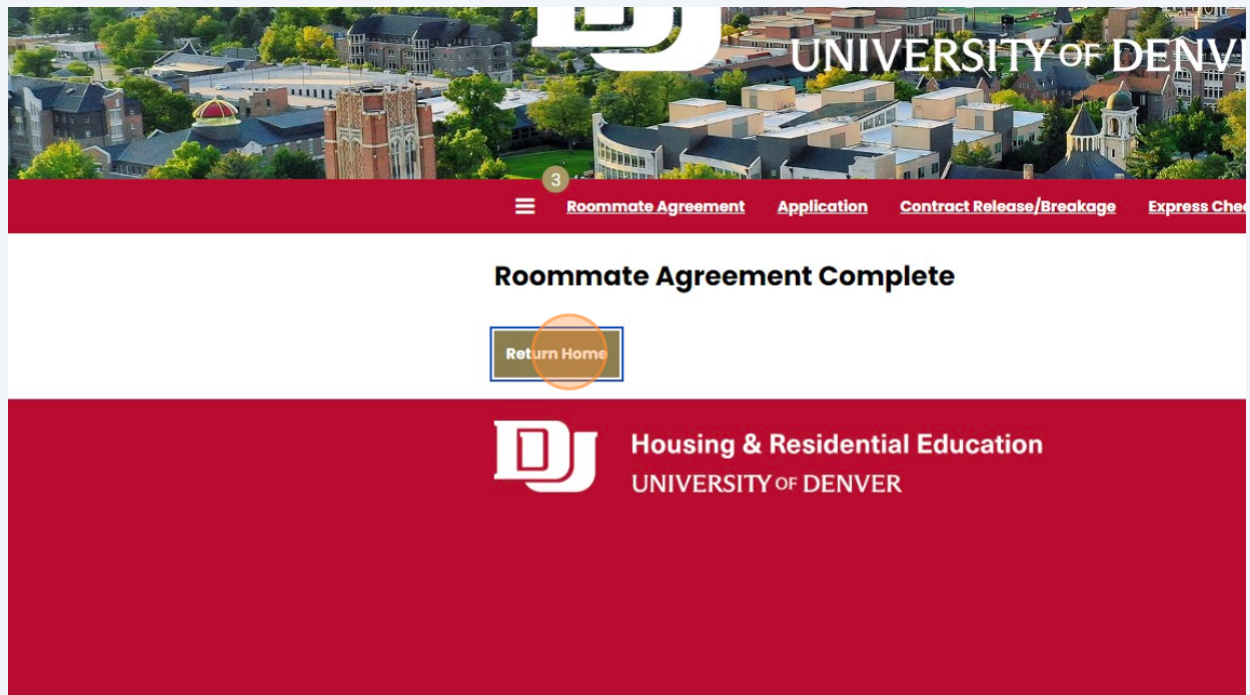
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Dimond Family Residential Village  
2020 S. High St., #P112  
Denver, Colorado 80210  
M - F 8am - 4:30pm

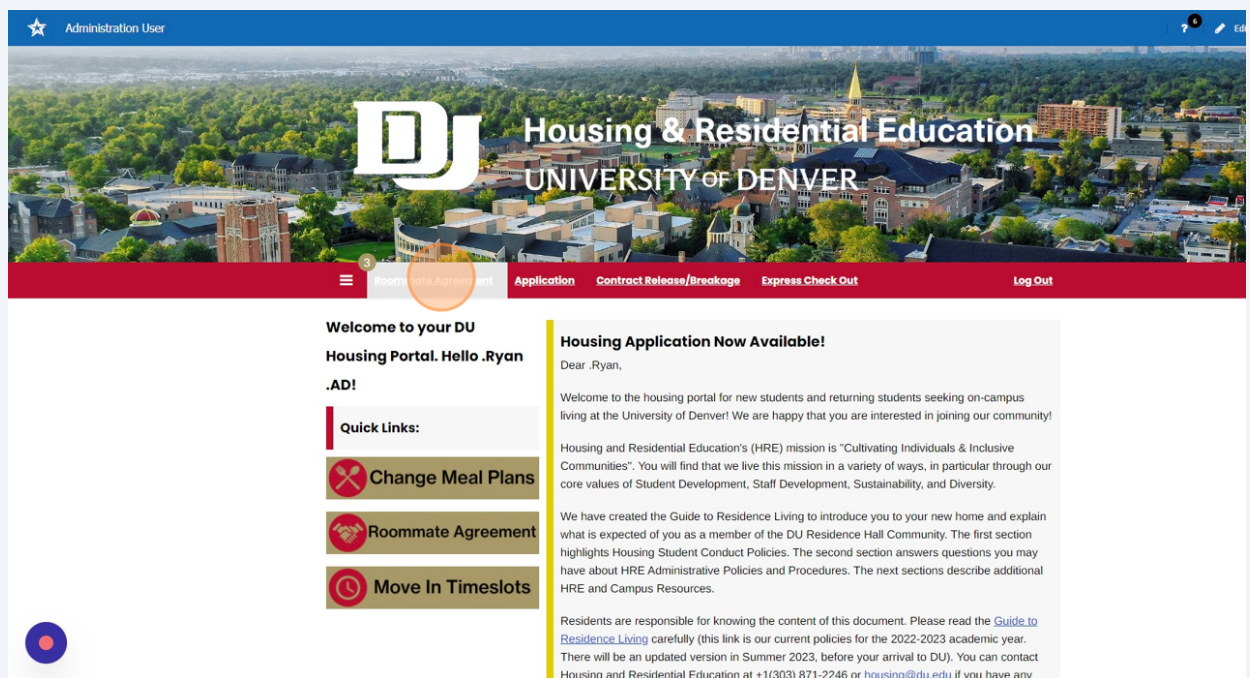
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9 Click "Return Home"



10 To view the status of other roommates in the roommate agreement, click "Roommate Agreement"



## 11 Click "Save & Continue"

The screenshot shows a web portal for the University of Denver's Housing & Residential Education. The header is blue with a star icon and the text "Administration User". The main content area is white with a light gray border. It contains instructions for reviewing and completing an agreement. A "Save & Continue" button is highlighted with an orange circle. The footer is red with the University of Denver logo and contact information.

Administration User

Review, complete, modify each item listed.

If a section does not pertain to you, please select "Not Applicable".

Agreements cannot conflict with University or Residence Life policies.

Upon completion, each resident will then need to log on and click through the agreement on order to verify their agreement by clicking "Submit" at the end of the page.

\*Completion deadline is Monday, October 2, 2023 at 8AM

Please be advised, while filling out the agreement, the portal will time out after 40 minutes so it's best to have everything you want to include in your agreement written out beforehand. The completion deadline is Monday, October 2, 2023 at 8AM. Please remember, even after the meeting with your RA, they are always a resource for you and they will often refer back to what your Roommate Agreement states. In this process, all residents will utilize these steps to assist in coming to compromises on how the room environment will function: Roommate Agreement. These steps will cover a few key items that will aid in learning about each other's preferences and habits in order to prevent conflict from occurring. It is strongly recommended that you review the Guide to Residence Living prior to completing this, to further understand your responsibilities and rights as a resident. A copy can be found [HERE](#), on the Housing & Residential Education website.

Save & Continue

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Dimond Family Residential Village  
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Denver, Colorado 80210  
M - F 8am - 4:30pm

## 12 Click "Select"

The screenshot shows the main page of the University of Denver's Housing & Residential Education portal. The header is blue with a star icon and the text "Administration User". The main content area is white with a light gray border. It features a large banner image of the University of Denver campus. Below the banner is a navigation bar with links to "Roommate Agreement", "Application", "Contract Release/Breakage", "Express Check Out", and "Log Out". The "Booking Selector" section is highlighted with an orange circle. The footer is red with the University of Denver logo and contact information.

Administration User

**Housing & Residential Education**  
UNIVERSITY OF DENVER

Roommate Agreement Application Contract Release/Breakage Express Check Out Log Out

**Booking Selector**  
Please select a booking from the options below.

Autumn 2023  
(8/24/2023 - 11/22/2023)  
Centennial Halls Double

Select

**Housing & Residential Education**  
UNIVERSITY OF DENVER

Contact Us  
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Dimond Family Residential Village

13

Under "Roommate Agreement Summary," you can view the date and time that all roommates have agreed or if they have not completed the agreement.

The screenshot shows a web application interface for a "Roommate Agreement". The top navigation bar is red with white text for "Roommate Agreement", "Application", "Contract Release/Breakage", "Express Check Out", and "Log Out". The main content area has a white background. The title "Booking Roommate Agreement" is in bold. Below it, "Roommate Agreement Summary" is followed by the text "1 out of 2 roommate(s) are in agreement". A table with three columns: "Roommate Name", "Room Space", and "Date Agreed" displays the following data:

Roommate Name	Room Space	Date Agreed
Ryan	Halls N 0210-1	30/08/2023 10:37 AM
Jessica	Halls N 0210-2	No response yet

Below the table, the section "Roommate Agreement" is followed by "Use of the Room/Suite/Apartment". The text describes door locking policies: "When we are home and awake, the door is: Always locked." and "When we are not home or when we are asleep, the door is: Always locked." It also mentions food in the refrigerator: "If we put food in the refrigerator: It may be OK for anyone for anyone to take if they ask the person who put it there first".