

GOOD HOMESHARING MANUAL

The recommendations in this manual result from the experience and research of the Rede 1/4 team.

This document does not replace reading the [Regulation](#).

BEFORE THE CONTRACT

1. GUIDE FOR A GOOD CONVERSATION

When people first meet, it's important not to leave questions unanswered. For this reason, the **GUIDE FOR A GOOD CONVERSATION** was created.

WHEN SIGNING THE CONTRACT

2. HOMESHARING AGREEMENT

We suggest reaching an agreement on the small practical issues of daily life, to avoid unnecessary friction. The **HOMESHARING AGREEMENT** should be written, printed with one copy per person, and signed by both, fostering empathy and mutual respect and clarifying expectations.

DURING THE CONTRACT

3. GOOD PRACTICES AND RESPONSIBILITIES

It is important that everyone is aware of how they act, putting values of respect and empathy into practice. Therefore, we recall the **GOOD PRACTICES AND RESPONSIBILITIES** of each person.



1. GUIDE FOR A GOOD CONVERSATION

TIP: Honesty with empathy.

This is a moment of active listening; there are no right or wrong answers, only different ways of living. The goal is simply to see if there is mutual comfort and affinity. The conversation should be adapted depending on whether homesharing is planned

ICE-BREAKER QUESTIONS

Why did you register with Rede 1/4?

What is your course / occupation?

Tell me a little about your social context: family, friends, support networks.

What is a typical day like in your life? / Do you have fixed schedules? Regular activities?

What are my qualities?

What are my vulnerabilities?

What do I value and consider important when people interact with me?

PRACTICAL QUESTIONS

Do you provide sheets and towels, or should I bring my own?

How will we divide household cleaning tasks?

May I use the washing machine and drying rack?

When could the homesharing begin?

What documents are required?

When is the first rent and deposit payment due? (always before moving in)

When do we sign the contract?

Any other issues or important points that haven't been mentioned yet?

EXPECTATIONS AND CONCERNS

What do you consider important in the person you'll be homesharing with? (e.g., respecting individual space, being tidy, being open to shared activities).

What challenges do you imagine you might face during the homesharing experience?

What are your expectations regarding support from the person you'll share the home with? (e.g., companionship, help with shopping, technology).

WHAT WE CAN AND CANNOT DO

Do you usually have visitors? Can I have visitors?

Are you interested in sharing meals or activities? Which ones?

How do you feel about sharing common spaces?

What habits or rules do you have about cooking and meals? (e.g., cook daily? Eat out?)

Do you smoke or drink alcohol? And how do you feel about that inside the house?

Do you have allergies? If so, what should I do to help?

What is the storage capacity of the house? (e.g., surfboard, bicycle, bulky items).

2. HOMESHARING AGREEMENT

Sharing the same space requires adaptation and good communication to avoid misunderstandings that can arise from simple issues like cleaning or noise. It is essential to establish clear rules from the start and maintain an open dialogue. We recommend reading this guide and creating your own rules, according to what you consider most important, and posting them somewhere visible in daily life (e.g., fridge).

To help with this, we provide some questions that can guide the creation of this agreement. We strongly recommend that each person has a copy signed by both parties (printable version in redeumquarto.pt, under "documents").

COMMUNICATION

[It may be useful to agree on specific communication channels]

Example: WhatsApp group for quick and clear communication; monthly meetings for adjustments and feedback.

SCHEDULES

[It may be useful to agree on entry/exit times and quiet hours (for work or study)].

Example: keep silence between _h and _h.

CLEANING AND ORGANIZATION

[It may be useful to define the division, days, and times for cleaning]

Example: clean the room every 7 days; change sheets and towels every 7 days.

USE OF COMMON AREAS AND EQUIPMENT

[It may be useful to set limits on the use of equipment and common spaces, so that both people feel comfortable].

Example: shower times, television, oven, washing machine; fridge and pantry space; not consuming another person's food without permission.

VISITORS

[It may be useful to establish rules about visitors].

Example: visits only with prior authorization; respect agreed times; no overnight stays without consent.

SAFETY

[It may be useful to define safety rules that make everyone feel comfortable].

Example: keep doors and windows locked when leaving; do not share the home's address or routines with outsiders; inform about prolonged absences (travel, weekends away).

SUPPORT AND COMPANIONSHIP

[It may be useful to agree on the type of support to be provided].

Example: agree on moments of companionship (e.g., coffee on Friday mornings; help with heavy shopping on Wednesdays).

3. GOOD PRACTICES AND RESPONSIBILITIES

FOR ALL: STUDENT AND HOST

- Know and respect the Rede Regulation, the signed Contract, and this Manual. If you have questions, ask the Rede 1/4 Team.
- Immediately inform the team if you witness an emergency or if any problem arises that compromises your participation in the Rede.
- Provide emergency contacts to the person you are homesharing with.
- Confidentially share important medical information (allergies, illnesses, etc.) that may help in case of need.
- Treat everyone with integrity and respect, and promote an environment of harmony and comfort.
- Respect privacy, not invading personal spaces or using belongings without permission.
- Keep common areas clean and organized.
- Never open another person's mail.
- Pay for any damage caused to personal belongings or the property.
- If disagreements arise, contact the Rede 1/4 Team for mediation before the situation escalates.
- Do not smoke, drink alcohol, or use other substances inside the home without the other party's consent.
- Help resolve conflicts or request mediation from the team.
- Show empathy and flexibility in unforeseen situations.

HOST RESPONSIBILITIES

- Ensure maintenance and safety of the house.
- Guarantee stable supply of water, electricity, and gas.
- Communicate absences and important changes.
- Welcome and support the Student, creating a welcoming environment.
- Respect the Student's privacy.
- Participate in and encourage cleaning of common areas.

RESPONSABILIDADES DO ESTUDANTE

- Organize and clean the bedroom and common areas.
- Use water, electricity, and gas responsibly.
- Air the bedroom daily.
- Avoid unnecessary noise and respect agreed schedules.
- Inform the Host about visitors, absences, and changes in routine.
- Ask permission for visits and overnight stays.
- Leave the bedroom and common areas clean at the end of the contract.
- Be punctual and responsible with payments and commitments.

HOMESHARING WITH SUPPORT BETWEEN PEOPLE

- Support should be established (preferably in writing and signed) between Student and Host.
- The Student is not a caregiver — they do not provide personal care.
- If the Host is supported by a Reference Person (e.g., caregiver, family member, emergency contact), this person should be informed of the agreement and established processes. It may be useful for the Student and Reference Person to exchange contacts.

HOST MANAGER (WHEN APPLICABLE)

- Support Hosts who have difficulty registering and managing their room(s) on the platform.
- Represent the Host on the platform, managing their account, responding to messages, and helping find the best match.
- Organize and accompany the Host on home visits and video calls.
- Support the Host with procedural issues (contract, homesharing agreement, PAA, issuing rent receipts, etc.).

ROLE OF THE REDE 1/4 TEAM

- Clarify, accompany, and impartially support all participants.
- Foster a safe and friendly environment.
- Prevent and mediate conflicts, and if necessary, propose ending the contract.