

# RENTAL APPLICATION

**NEVER send your Social Security number through e-mail**

Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_  
Social Security # or ITIN: *Available upon request* Date of Birth: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Photo ID Type: \_\_\_\_\_ Number: \_\_\_\_\_ Issuing government: \_\_\_\_\_  
Date expires: \_\_\_\_\_ Other ID: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

1. Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Phone (Required): \_\_\_\_\_ Rent Amount: \_\_\_\_\_  
From/To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2. Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Phone (Required): \_\_\_\_\_ Rent Amount: \_\_\_\_\_  
From/To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

3. *If applicable*, Current or Previous Campus Address: \_\_\_\_\_  
From/To: \_\_\_\_\_ Rent Amount: \_\_\_\_\_ Campus Housing Office: (831) 459-2394  
Housing/Residential-Life Office Phone: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Have you turned in a UCSC Reference Release form to Campus Housing? ☐ Yes ☐ No ☐ I will do it within 3 days

4. Proposed Occupants/Ages: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

5. Pets: \_\_\_\_\_ Smoker: ☐ Yes ☐ No

6. Present Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ From/To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ City: \_\_\_\_\_

7. Previous Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ From/To: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ City: \_\_\_\_\_

8. Current Gross Income: \$ \_\_\_\_\_ Per: \_\_\_\_\_ Savings: \_\_\_\_\_

9. Financial Aid Award: \$ \_\_\_\_\_ Per: \_\_\_\_\_

10. Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

11. Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relation: \_\_\_\_\_ E-mail: \_\_\_\_\_

12. Vehicles: Make/Year/License #: (1) \_\_\_\_\_  
(2) \_\_\_\_\_

13. Address of Proposed Rental: \_\_\_\_\_

14. Proposed Move-in Date: \_\_\_\_\_

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report.

Dated: \_\_\_\_\_ Applicant signature: \_\_\_\_\_

# **APPLICATION INSTRUCTIONS**

**PRINT CLEARLY or USE FILLABLE FORM  
FILL OUT COMPLETELY**

ITIN = Individual Tax Identification Number

**LINES 1 & 2:**

If this is your parent's or relative's unit, indicate it as such.

**LINE 3:**

Students who lived on campus can use the Campus Housing Office as a financial reference to show they paid rent on time previously and their College Housing/Residential-Life Office as a reference to confirm responsible personal behavior. These are very important references especially for the first-time renter. Fill this line out to provide landlords with information necessary to check your references. Students also must fill out and turn in the "[UCSC Reference Release Form](#)" to Campus Housing for these two references and "[How to Check a Rental Reference for a UCSC Student](#)" to give to the potential landlord.

**LINE 4:**

Print all names and ages of applicants for this unit. Each applicant fills out a separate application.

**LINE 5:**

List the type and the number of pets you own. If the pet is a dog or cat, provide a pet resume.

**LINES 6 & 7:**

Include your immediate supervisor's name and direct phone number. If your supervisor is a UCSC employee, give him or her a copy of your completed UCSC Reference Release Form so they may provide a reference to the landlord for you.

**LINE 8:**

Include the following if applicable, with Social Security # and account # blacked out:

- Most recent pay slip.
- Copy of latest bank account statement
- If receiving funds from a trust, a letter from attorney or trustee stating the amount you receive monthly and for how long.
- If receiving financial assistance from parents or other relatives, document the deposits.

**LINE 9:**

Include your Financial Aid letter.

# **LETTER OF GUARANTEE**

To Whom It May Concern:

Please be advised that I, \_\_\_\_\_,  
Name of Guarantor

personally guarantee \$ \_\_\_\_\_ per month which represents  
\_\_\_\_\_'s rent for the property located at:  
Name of student

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State

There is a deposit in the amount of: \$ \_\_\_\_\_

State Drivers License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

**You have my permission to verify this information.**

**CO-GUARANTOR:**

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

All information is provided with the intent of meeting the mission of the UC Santa Cruz Community Rentals Office. This form is provided as a courtesy by the University of California, Santa Cruz. Users of this form communicate, contract and do business with individuals, companies, or firms at their own risk. The Regents, officers, agents, and employees of the University of California make no warranty, expressed or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, or any actions occurring as a result of arrangements made between users of this form.