

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: _____

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.