Our Rental Application Packet

Stella de la Cruz

Jennifer Cho

Christopher Hoffman

The individuals and information presented here were fabricated to demonstrate a completed Rental Application Packet.
April 1, 2016

Dear Prospective Landlord:

Thank you for your consideration of our rental application. We hope that you find the enclosed information useful in learning a little more about us, as well as answering any questions you may have. We also have parental letters of guarantee available upon request.

We are a group of three well-behaved individuals from various areas in California. We all lived together on campus during our first year of college. We have many of the same interests and study habits. Anyone you talk to at the College 10 Residential Life Office will confirm we were quiet and respectful to our student neighbors.

As careful, considerate, eager students we will be responsible tenants and courteous neighbors. We would like to become a part of the larger Santa Cruz community and be members of a great neighborhood. We appreciate your consideration, and we look forward to hearing from you!

Sincerely,

[Signatures]

Jennifer, Stella, and Christopher
Objective: To acquire an appropriate place for studying close to the UCSC campus.

Education: U.C. Santa Cruz, Full-time
September 2013 – Present, Pre-Med, 3rd year - Junior status 15-16

Employment: Part-time Student Assistant, Financial Aid Office, UC Santa Cruz
September 2013 – Present
Lifeguard, Sunnyside Community Recreation Dept.
Summers 2011 – 2013
Volunteer at Fresno City Library, K-6 Summer Reading Program
Summers 2012 – 2013

Activities: Member, College Ten Student Senate

Previous Tenant Experience: College Ten residence hall, UCSC, 9/13 – 06/16. Known as household “clean freak”
1234 E. Cromwell, Fresno, CA 93720 (Lived at home with parents.)

Monthly Income: Employment: 450.00
Additional: From Parents: 400.00
Scholarship/Student Loans: 500.00
Total Monthly Income: $1350.00

Bank Accounts: Checking: Bank of America, Mission Street branch, Santa Cruz
Savings: The Golden One, Fresno Branch

Credit Cards: Golden One Visa, J.C. Penny Co., Chevron

References:
Rental: Campus Housing Office (payment history), UCSC (831) 459-2394
College 10 Housing/Residential Life Office, UCSC (831) 459-5370
Employer: Maria Elena Sol, Sunnyside Community Recreation Dept. (559) 789-9999
Personal: Ella Jones, Asst. Head Librarian, Fresno City Library (559) 789-5678

The individuals and information presented here were fabricated to demonstrate a completed Rental Application Packet.
RENTAL APPLICATION

Applicant's Last Name: de la Cruz   First Name: Stella   M.I.: R
Social Security # or ITIN:   Date of Birth: 05/27/1995   Contact Phone: 831-555-5555
Photo ID Type: Driver's License   Number: D98766453   Issuing government: CA DMV
Date expires: 05/27/17   Other ID: UCSC ID   E-mail Address: sdlcruz@ucsc.edu

1. Present Address: 600 McLaughin Drive   City: Santa Cruz   State: CA   Zip Code: 95060
Owner/Manager: UC Santa Cruz - College Ten   Phone (Required): 831-459-3767   Rent Amount: $1,381
From/To: 09/13 - 06/16   Reason for Leaving: End of academic year/housing contract

2. Previous Address: 1234 E. Cromwell Drive   City: Fresno   State: CA   Zip Code: 93704
Owner/Manager: Parents   Phone (Required): 559-967-5678   Rent Amount: $0.00
From/To: 05/95 - 09/13   Reason for Leaving: Started college

3. If applicable, Current or Previous Campus Address: 600 McLaughin Drive
From/To: 09/13 - 06/16   Rent Amount: $1,381.00   Campus Housing Office: (831) 459-2394
Housing/Residential-Life Office Phone: 831-459-5034   Student ID #: Wxxxxx
Have you submitted a UCSC Reference Release to Campus Housing? Yes No □ I will do it within 3 days

4. Proposed Occupants/Ages: (1) Stella de la Cruz /20   (2) Jennifer Cho /21   (3) Christopher Hoffman /22
(4)   (5)   (6)

5. Pets: N/A   Smoker: □ Yes □ No

6. Present Occupation: Student Assistant   Employer: Financial Aid
Name of Supervisor: Sandra Cohen   Phone: 831-459-9999   City: Santa Cruz
From/To: 10/13 - Present

Name of Supervisor: Marina Elena Sol   Phone: 559-789-9999   City: Sunny Side
From/To: Summer '11 - '13

8. Current Gross Income: $ 1,350.00   Per: Month   Savings: $600.00

9. Financial Aid Award: $1,500.00   Per: Quarter

10. Personal Reference: Ella Jonas   Phone: 559-789-5678

11. Emergency Contact: Arnold de la Cruz   Phone: 559-967-5678
Relation: Father   E-mail: MrArnold@aol.com

12. Vehicles: Make/Year/License #: (1) '98 Toyota Camry 5ABD123/California
(2)

13. Address of Proposed Rental: 123 Bay Street, Santa Cruz, CA 95060

14. Proposed Move-in Date: 09/06/16
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: 04/01/2016   Applicant signature: Stella de la Cruz

Reviewed 11/15
PARENTAL LETTER OF GUARANTEE

To Whom It May Concern:

Please be advised that I, Arnold de la Cruz, name of parent or guardian,
personally guarantee $750.00 per month which represents
Stella de la Cruz’s rent for the property located at:
123 Bay Street
Santa Cruz, CA 95060

There is a deposit in the amount of: $750.00

State Drivers License #: D7654321 Date of Birth: 11/12/57
Home Address: 1234 E. Cromwell Drive
Fresno, CA 93704

Home Phone: 555-967-5678 Business Phone: 559-765-4321 E-mail: MrArnold@aol.com

Employer Name: Clausen Honda Monthly Income: $5,167.00
Business Address: 427 Blackstone Avenue
Fresno, CA 93704

Supervisor: Matthew Harris Supervisor Phone: 559-123-4567

Position: Manager, Service Department Length of Employment: 17 years

You have my permission to verify this information.

CO-GUARANTOR:

Print name: Arnold de la Cruz Date: 3/30/2016
Signature: Date: 3-30-10
Relationship: Father

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.

Updated 3/16
How to Check Rental References for a UCSC Student

Students must submit a Reference Release online through Student Housing Online to allow potential landlords to check references.

Landlords may:
Call the Campus Housing Office at (831) 459-2394 to obtain information about an applicant’s university housing contract, including the amount of rent paid and whether timely payments of housing fees were made.

Call the applicant’s Housing/Residential Life Office to obtain information about their eligibility to return to University Housing, which implies the nature of the applicant’s conduct during their tenancy.

Name of Community and Res-Life office phone #:  College Ten: 459-3767

Dates/year in residence: 09/13-06/16

Print Name: Stella de la Cruz  Student ID#: WXXXXXXX

If applicable, contact individual UCSC employees such as university supervisors and/or professors, if provided by the applicant, to learn about the applicant’s character, maturity, and/or academic standing. Students need to give a copy of the UCSC Reference Release form to these individuals.

Name:  Department:

Relationship:  Phone: (_____) ________

Name:  Department:

Relationship:  Phone: (_____) ________

Note to Students:
Have you submitted a Reference Release through Student Housing Online for Campus Housing and your Res-Life Office?
○ YES  ○ NO

Have you given your on-campus supervisor and/or any other UCSC individuals you wish to use as a reference the UCSC Reference Release Form?
○ YES  ○ NO

Use these releases to:
• Give instructions to potential landlords on how to check your on-campus references.
• Provide detailed information necessary for landlords to check Campus Housing and your Housing/Res-Life Office.
• Provide detailed information necessary for landlords to check other individual UCSC employee references.

Updated 2/16

e-mail: communityrentals@ucsc.edu  phone: (831) 459-4435  web: communityrentals.ucsc.edu
SUNNYSIDE COMMUNITY RECREATION DEPARTMENT

LETTER OF REFERENCE FOR:

Stella de la Cruz

March 15, 2016

To Whom It May Concern:

Stella de la Cruz worked for our department in the summers of 2011 and 2012. She always arrived on time to work, and she always came prepared with all her equipment to perform her duties. She either taught or monitored several children’s swim programs, and could be relied upon to conduct herself and her classes with integrity and a fun-loving spirit.

If given the opportunity to rehire her, I believe the department would do so without any hesitation.

Sincerely,

[Signature]

Marina Elena Sol
CERTIFICATE OF COMPLETION

Stella de la Cruz

PRESENTED BY

THE UCSC COMMUNITY RENTALS OFFICE

TO CERTIFY THAT THE RECIPIENT HAS COMPLETED THE RENTERS' WORKSHOP AND IN SO DOING OBTAINED INFORMATION ABOUT SEARCHING FOR AND ACQUIRING OFF-CAMPUS HOUSING, MOVING IN AND OUT OF A RENTAL AND THE LEGAL RIGHTS AND RESPONSIBILITIES OF A TENANT.

Jan Kennedy
Manager, Community Rentals
University of California, Santa Cruz

UC SANTA CRUZ
Jennifer Cho
12344 N. Wilson St., Monterey, CA 93706 ● cell (831) 555-7719 ● e-mail: jcho12@ucsc.edu

Objective: To find a suitable place to live and study close to the UCSC campus.

Education: U.C. Santa Cruz, Full-time
            September 2013 – Present, Environmental Studies, 3rd year - Junior status 15-16

Employment: Salesperson, Part-time in the Deli at New Leaf Market, Santa Cruz
             September 2013 – Present
            Cashier, Lily Mae’s Cinnamon Rolls, Cannery Row, Monterey
             April 2011 – June 2013

Activities: Studying and volunteering at the Santa Cruz SPCA on weekends

Previous Tenant Experience: College Ten, Residence Hall, UCSC 9/13 – 6/16

Monthly Income: Employment: 400.00
              Additional: Scholarship/Student Loans: 800.00
              Total Monthly Income: $1200.00

Bank Accounts: Checking & Savings: Bay Federal Credit Union, River Street Branch, Santa Cruz

Credit Cards: Visa

References: Rental: Campus Housing Office (payment history), UCSC (831) 459-2394
            College 10 Housing/Residential Life Office, UCSC (831) 459-5370
            Employer: Nina Simmone, Deli manager, New Leaf Market (831) 426-1306
            Personal: Pierre Lafayette, Supervisor, Lily Mae’s Cinnamon Rolls (831) 765-4321

The individuals and information presented here were fabricated to demonstrate a completed Rental Application Packet.
RENTAL APPLICATION

Applicant's Last Name: Cho
First Name: Jennifer

Social Security # or ITIN: 
Date of Birth: 10/15/1994
Contact Phone: 831-555-7719

Photo ID Type: Driver's License
Number: D7654321
Issuing government: CA DMV

Date expires: 10/15/2021
Other ID: UCSC ID
E-mail Address: jcho12@ucsc.edu

1. Present Address: 600 McLaughlin Drive
   City: Santa Cruz
   State: CA
   Zip Code: 95060
   Owner/Manager: UC Santa Cruz - College Ten
   Phone (Required): 831-459-3767
   Rent Amount: $1,381
   From/To: 09/13 - 06/16
   Reason for Leaving: End of academic year/housing contract

2. Previous Address: 12344 N. Wilson Street
   City: Monterey
   State: CA
   Zip Code: 93904
   Owner/Manager: Parents
   Phone (Required): 831-924-1234
   Rent Amount: $0.00
   From/To: 1994 - 2013
   Reason for Leaving: Started college

3. If applicable, Current or Previous Campus Address: 600 McLaughlin Drive
   From/To: 09/13 - 06/16
   Rent Amount: $1,381.00
   Campus Housing Office: (831) 459-2394
   Housing/Residential-Life Office Phone: 831-459-5034
   Student ID #: Wxxxxxxx
   Have you submitted a UCSC Reference Release to Campus Housing?
   Yes ☑ No ☐ I will do it within 3 days

4. Proposed Occupants/Ages: (1) Jennifer Cho/21
   (2) Stella de la Cruz/20
   (3) Christopher Hoffman/22
   (4) 
   (5) 
   (6) 

5. Pets: N/A
   Smoker: Yes ☐ No ☑

6. Present Occupation: Salesperson in Deli
   Employer: New Leaf Market
   Name of Supervisor: Nina Sirrone
   Phone: 831-426-1306
   From/To: 03/15 - Present
   City: Santa Cruz

7. Previous Occupation: Cashier
   Employer: Lily Mee's Bakery
   Name of Supervisor: Pierre Lafayette
   Phone: 831-765-4321
   From/To: 04/10 - 16/11
   City: Monterey

8. Current Gross Income: $ 1,200.00
   Per: Month
   Savings: $1,500.00

9. Financial Aid Award: $2,400.00
   Per: Quarter

10. Personal Reference: Mary Hansen
    Phone: 831-123-4567

11. Emergency Contact: Marilyn Cho
    Phone: 831-924-1234
    Relation: Mother
    E-mail: MarCho@yahoo.com

12. Vehicles: Make/Year/License # (1) N/A
    (2) 

13. Address of Proposed Rental: 123 Bay Street, Santa Cruz, CA 95060

14. Proposed Move-in Date: 09/06/16

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: 04/04/2016
Applicant signature: Jennifer Cho

Reviewed 11/15
PARENTAL LETTER OF GUARANTEE

To Whom It May Concern:

Please be advised that I, Marilyn Cho, name of parent or guardian, personally guarantee $700.00 per month which represents Jennifer Cho’s rent for the property located at:

123 Bay Street
Santa Cruz, CA 95060

There is a deposit in the amount of: $700.00

State Drivers License #: D1234567 Date of Birth: 08/05/66

Home Address: 1234 N. Wilson Street
Monterey, CA 93704

Home Phone: 831-924-1234 Business Phone: 831-765-4321 E-mail: MarCho@yahoo.com

Employer Name: St. Agnes Medical Center Monthly Income: $7,000.00

Business Address: 1303 E. Herndon Avenue
Monterey, CA 93074

Supervisor: Robert Thomas Supervisor Phone: 831-427-5687

Position: X-Ray Technician Length of Employment: 10 years

You have my permission to verify this information.

CO-GUARANTOR:

Print name: Marilyn Cho Date: 3/30/2016
Signature: Marilyn Cho Date: 3/30/2016
Relationship: Mother

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.

Updated 3/16
# How to Check Rental References for a UCSC Student

Students must submit a Reference Release online through Student Housing Online to allow potential landlords to check references.

**Landlords may:**
Call the **Campus Housing Office** at (831) 459-2394 to obtain information about an applicant's university housing contract, including the amount of rent paid and whether timely payments of housing fees were made.

Call the applicant’s **Housing/Residential Life Office** to obtain information about their eligibility to return to University Housing, which implies the nature of the applicant's conduct during their tenancy.

<table>
<thead>
<tr>
<th>Name of Community and Res-Life office phone #</th>
<th>College Ten: 459-3767</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates/years in residence</td>
<td>09/13-06/16</td>
</tr>
<tr>
<td>Print Name</td>
<td>Jennifer Cho</td>
</tr>
<tr>
<td>Student ID#</td>
<td>Wxxxxxxxx</td>
</tr>
</tbody>
</table>

If applicable, contact **individual UCSC employees** such as university supervisors and/or professors, if provided by the applicant, to learn about the applicant's character, maturity, and/or academic standing. Students need to give a copy of the UCSC Reference Release form to these individuals.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Erika Zavaleta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship:</td>
<td>Professor</td>
</tr>
<tr>
<td>Department:</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>Phone:</td>
<td>(831) 459-3767</td>
</tr>
</tbody>
</table>

**Note to Students:**

Have you submitted a Reference Release through **Student Housing Online** for Campus Housing and your Res-Life Office? [ ] YES [ ] NO

Have you given your on-campus supervisor and/or any other UCSC individuals you wish to use as a reference the UCSC Reference Release Form? [ ] YES [ ] NO

Use these releases to:
- Give instructions to potential landlords on how to check your on-campus references.
- Provide detailed information necessary for landlords to check Campus Housing and your Housing/Res-Life Office.
- Provide detailed information necessary for landlords to check **other individual UCSC employee** references.

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**Updated 2/16**

**e-mail:** communityrentals@ucsc.edu  **phone:** (831) 459-4435  **web:** communityrentals.ucsc.edu
March 1, 2016

To Whom It May Concern:

I have had the pleasure of employing Miss Jennifer Cho at my bakery as a cashier during after-school hours from April 2010 until June of 2012. I was very pleased with her performance throughout this time, as she was a very reliable employee. Not only was she always at work on time, but she was extremely courteous with our patrons and fellow workers. Jennifer was very orderly and clean at her station, which is a comment I unfortunately cannot make of all my employees.

Wherever she continues in life, I wish her the best, and can only recommend her highly as a prospective tenant to any potential landlord.

Sincerely,

Pierre Lafayette
RENTERS' WORKSHOP

CERTIFICATE OF COMPLETION

Jennifer Cho

THE UCSC COMMUNITY RENTALS OFFICE

To certify that the recipient has completed the renters' workshop and is doing obtained information about searching for and acquiring off-campus housing, moving in and out of a rental and the legal rights and responsibilities of a tenant.

2016

UC SANTA CRUZ
Christopher Hoffman
4151 Redwood Avenue, Los Angeles, CA 90066 • phone (831) 555-9821 • e-mail: choffman@ucsc.edu

Objective: To locate a comfortable home close to the UCSC campus suitable for studying.

Education: U.C. Santa Cruz, Full-time
September 2013 – Present, Engineering, 3rd year - Junior status 15-16

Employment: Tour guide, Part-time at UCSC Admissions office
September 2013 – Present
Waiter at Chaya, Venice, CA
2011 – 2013, Summers and holidays
Writer for City on a Hill Pres, Santa Cruz, CA
January 2013 – Present

Activities: String orchestra, Men’s intramural soccer team, studying, SCUBA

Previous Tenant Experience:
College Ten residence hall, UCSC, 9/13 – 06/16.
4151 Redwood Avenue, Los Angeles, CA 90066, 3/29/96 – 9/13

Monthly Income:
Employment: 300.00
Additional: From Parents: 500.00
Scholarship/Student Loans: 400.00
Total Monthly Income: $1200.00

Bank Accounts:
Checking: Chase, Ocean Street branch, Santa Cruz
Savings: Chase, Santa Monica Branch

Credit Cards:
Visa

References:
Rental: Campus Housing Office (payment history), UCSC (831) 459-2394
College 10 Housing/Residential Life Office, UCSC (831) 459-5370
Employer: Ms. Kayla Todd, Editor, UCSC Press Center, (831) 459-2430
Personal: Mr. John Mendez, Principal of Venice High School (310) 555-5555

The individuals and information presented here were fabricated to demonstrate a completed Rental Application Packet.
RENTAL APPLICATION

Applicant's Last Name: Hoffman  First Name: Christopher  M.I.: E
Social Security # or ITIN:  Date of Birth: 03/29/1993  Contact Phone: 831-555-9821
Photo ID Type: Driver's License  Number: D8912345  Issuing government: CA DMV
Date expires: 03/29/2019  Other ID: UCSC ID  E-mail Address: Choffman@ucsc.edu

1. Present Address: 600 McLaughlin Drive  City: Santa Cruz  State: CA  Zip Code: 95060
   Owner/Manager: UC Santa Cruz - College Ten  Phone (Required): 831-459-3767  Rent Amount: $1,381
   From/To: 09/13 - 06/16  Reason for Leaving: End of academic year/housing contract

2. Previous Address: 4151 Redwood Avenue  City: Los Angeles  State: CA  Zip Code: 90066
   Owner/Manager: Parents  Phone (Required): 310-333-3333  Rent Amount: $0.00
   From/To: 03/93 - 09/13  Reason for Leaving: Started college

3. If applicable, Current or Previous Campus Address: 600 McLaughlin Drive
   From/To: 09/13 - 06/16  Rent Amount: $1,381.00  Campus Housing Office: (831) 459-2394
   Housing/Residential-Life Office Phone: 831-459-5370  Student ID #: Wxxxxxx
   Have you submitted a UCSC Reference Release to Campus Housing? Yes  No  I will do it within 3 days

4. Proposed Occupants/Ages: (1) Jennifer Cho/21  (2) Stella de la Cruz/20  (3) Christopher Hoffman/22
   (4)  (5)  (6)

5. Pets: One hamster

6. Present Occupation: Tour Guide  Employer: UCSC Admissions  From/To: 09/13 - Present
   Name of Supervisor: Gregory Cross  Phone: 831-459-9981  City: Santa Cruz

7. Previous Occupation: Waiter  Employer: Chaya  From/To: 05/06 - 06/12
   Name of Supervisor: Benjamin Leaker  Phone: 310-427-0859  City: Venice

8. Current Gross Income: $1,200.00  Per:  Month  Savings: $900.00

9. Financial Aid Award: $1,200.00  Per: Quarter

10. Personal Reference: Mr. Mendez  Phone: 310-555-5555

11. Emergency Contact: Geoffrey or Anna Hoffman  Phone: 310-333-3333
    Relation: Parents  E-mail: GHman@gmail.com

12. Vehicles: Make/Year/License #: (1) N/A
    (2)

13. Address of Proposed Rental: 123 Bay Street, Santa Cruz, CA 95060

14. Proposed Move-in Date: 09/06/16

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: 04/02/2016  Applicant signature: Christopher Hoffman

Reviewed 11/15
PARENTAL LETTER OF GUARANTEE

To Whom It May Concern:

Please be advised that I, Geoffrey Hoffman, Name of Parent or Guardian, personally guarantee $750.00 per month which represents Christopher Hoffman, Name of son or daughter's rent for the property located at:

123 Bay Street, Street
Santa Cruz, CA 95060

There is a deposit in the amount of: $750.00

State Drivers License #: D2345678, Date of Birth: 11/16/65
Home Address: 4151 Redwood Avenue, Street
Los Angeles, CA 90066

Home Phone: 310-333-3333, Business Phone: 310-454-4444, E-mail: GHman@gmail.com

Employer Name: State of California, Monthly Income: $6,250.00
Business Address: 2730 Santa Monica Boulevard, Street
Santa Monica, CA 90404

Supervisor: Timothy Smith, Supervisor Phone: 310-445-4225
Position: Manager of CSAA, Length of Employment: 21 years

You have my permission to verify this information.

CO-GUARANTOR:

Print name: Geoffrey Hoffman, Date: 3/30/2016
Signature: __________________________, Date: 3-30-2016
Relationship: Father

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Name of Community and Res-Life office phone #: College Ten: 459-3767

Dates/years in residence: 09/13-06/16

Print Name: Christopher Hoffman Student ID#: WXXXXXXX

If applicable, contact individual UCSC employees such as university supervisors and/or professors, if provided by the applicant, to learn about the applicant’s character, maturity, and/or academic standing. Students need to give a copy of the UCSC Reference Release form to these individuals.

Name: Ms. Kayla Todd Department: UCSC Press Center

Relationship: Editor Phone: (831) 459-2430

Name: Gregory Cross Department: Admissions

Relationship: Supervisor Phone: (831) 459-9981

Note to Students:
Have you submitted a Reference Release through Student Housing Online for Campus Housing and your Res-Life Office? ○ YES ○ NO

Have you given your on-campus supervisor and/or any other UCSC individuals you wish to use as a reference the UCSC Reference Release Form? ○ YES ○ NO

Use these releases to:
• Give instructions to potential landlords on how to check your on-campus references.
• Provide detailed information necessary for landlords to check Campus Housing and your Housing/Res-Life Office.
• Provide detailed information necessary for landlords to check other individual UCSC employee references.

Updated 2/16

e-mail: communityrentals@ucsc.edu phone: (831) 459-4435 web: communityrentals.ucsc.edu
March 21, 2016

To Whom It May Concern:

I am writing on behalf of Christopher Hoffmann, who was a student at Venice High School for four years. Christopher was one of my favorite students here. He contributed a great deal of time and energy to both the school and the larger community of Los Angeles. He has an excellent attendance record and was one of the most well-rounded students at school.

As Senior Class President, Christopher showed great leadership skills and was well-liked by his fellow students. He was also a member of our string orchestra, as well as the mens’ soccer team, and demonstrated talent and dedication with both. Additionally, he helped direct the school student newspaper as its editor-in-chief.

Christopher Hoffmann is a very responsible and mature young man who will be a great addition to any household in Santa Cruz.

Sincerely,

[Signature]

John Mendez, Principal
CERTIFICATE OF COMPLETION

RENTERS' WORKSHOP

COMMUNITY RENTALS OFFICE

Christopher Hoffman

UC SANTA CRUZ

TO CERTIFY THAT THE RECIPIENT HAS COMPLETED THE RENTERS' WORKSHOP AND IN DOING SO, OBTAINED INFORMATION ABOUT SEARCHING FOR AND ACQUIRING OFF-CAMPUS HOUSING, MOVING IN AND OUT OF A RENTAL, AND THE LEGAL RIGHTS AND RESPONSIBILITIES OF A TENANT.

[Signature]

2016