

Searching Instructions

“How do I access the rental listings?”

Click on the “Search for Rentals” link from any page on our web site to access the Housing Registry program. **Follow the instructions** on this page to obtain a password. The Housing Registry password is sent to your UCSC email address. Once you have your password, return to the “Search for Rentals here” page, input your email address and the Housing Registry password to gain access.

“How do I use the Housing Registry to my best advantage?”

- Turn off your pop-up blocker temporarily while accessing the program.
- Fill out the entire one page search form; not just the top portion.
- Set up your search to receive an email when new rentals are posted. (see more below)
- Set up more than one search e.g., one for condos/apartments, one for houses and one for rooms in shared housing.
- Stay as flexible as possible for maximum results. A broader search may find a great listing that a narrow search misses.
- You must input a “*move-in date*” to maximize the search features. **Enter your latest possible move-in date.** If you are looking for a September rental, use October 1st as a move-in date.
- The first results match your criteria of the number of bedrooms you *prefer* which are closest to your desired move-in date. Next, it lists rentals that are available sooner. Finally, it lists those rentals with more bedrooms, but not less than your preference.
- If you are looking for a room in shared housing, also use the Registry's “Find Roommate” feature to register as an available housemate.

“Can you send me new listings by email?”

Yes, the Housing Registry program can send you new listings based on your searches, but only if specifically requested. When you first set up your search, click the option “*New listing email notification*” located at the very end of the search form. New rental listings that match your searches will then automatically be sent to your UCSC email account as they are posted on the CRO website. You must search through the initial list of rentals; it will only email you new ads.

Your search criteria will be saved for 45 days or until your password expires, whichever expiration comes first. When you find housing, you can be removed from the mailing list at any time, through the “Waiting List Removal” web page on the Housing Registry site.