

## How to Check Rental References for a UCSC Student

Students must submit a UCSC Reference Release Form to the UCSC Campus Housing Office 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 housing contract, amount of rent paid and timely payment of housing fees as a tenant at the University.

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 Housing/Res-Life office phone #:

Dates/years in residence: \_\_\_\_\_

Print Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Contact **individual UCSC employees** such as supervisors and/or professors, if provided by the applicant, to learn about the applicant's character, maturity and/or academic standing. Students also 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 turned in a UCSC Reference Release form to the Campus Housing Office, your on-campus supervisor, and/or any other UCSC individuals you wish to use as a reference?      YES      NO

Use this form 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.
- Let the landlord know if you turned in the UCSC Reference Release Form to the Campus Housing Office.

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