

## Rental Application Packet Checklist

- Cover Sheet:** Give an overview of yourself and, if applying as a household, an overview of your group, for example, how you know each other and what your common interests are. When applying for rooms in shared housing, this gives you an opportunity to share some of your lifestyle preferences. If you have a credit report or parental letter of guarantee, mention that here.
- A **photograph** of each applicant in your application packet. You may be at an open house with numerous other applicants, and if you have made a good impression, you want them to remember who you are.
- A **Rental Resume** expands on the application.
- Rental Application:** Fill it out neatly and completely. Follow the instructions on the second page of the form.
- Parental Letter of Guarantee:** Many landlords who rent to students require or prefer a co-guarantor for the rent. Prepare and mention in your cover letter that you will provide one upon request.
- How to Check a Rental Reference for a UCSC Student:** Use this form to give potential landlords the information they need to get a rental reference for you from UCSC Campus Housing Office and your College Res-Life Office. Submit a UCSC Reference Release form to the Campus Housing Office to allow your normally private information to be shared.
- References:** Get your references in writing ahead of time whenever possible and include them in your packet. Besides your on-campus references, use an employer or volunteer work reference.
- Renters' Workshop Certificate:** Many landlords and managers accept this certificate as a type of "reference." Some landlords will not rent to undergraduates without it. Go to [communityrentals.ucsc.edu](http://communityrentals.ucsc.edu) to complete the Online Renters' Workshop to receive yours.
- Credit report:** Get a credit report on yourself. No credit is better than bad credit so even a credit report with no history is of some value. Two options are [www.annualcreditreport.com](http://www.annualcreditreport.com), which offers free credit reports, or [www.experian.com](http://www.experian.com). Some landlords and most professional property managers will want to use the credit reporting company they are accustomed to but having one ready may get you through the "first cut". Make note of it in your cover letter that you have one available but do not include it in the packet. It contains highly confidential information.