

## Rental Application Packet Checklist

- Photograph Cover:** A photograph of each applicant should be included in your application packet. Landlords see a lot of prospective tenants and you want them to remember who you are.
  
- Cover Sheet:** Give an overview of yourself. If applying as a household, give 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 will give you an opportunity to share some of your lifestyle preferences. If you have a credit report or parental letter of guarantee, mention that here.
  
- Rental Application:** Fill it out neatly and completely. Follow the instructions on the second page of the form.
  
- Rental Resume:** Personalize our example and use it to expand on your application.
  
- Parental Letter of Guarantee:** Many landlords who rent to students require a co-guarantor for the rent. Mention in your cover letter that you will provide one upon request and have one ready to go.
  
- 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 the Campus Housing Office and your Housing/Residential Life Office. Submit a UCSC Reference Release form to the Campus Housing Office to allow your private information to be shared.
  
- References:** Get other references in writing ahead of time whenever possible and include them in your packet. Besides your on-campus references, use a current or previous employer or volunteer work reference.
  
- Renters' Workshop Certificate:** Many landlords and managers accept this certificate as a type of "reference." Many landlords will not rent to undergraduates without it. Go to CRO's web site 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.