

## Rental Application Packet Checklist

1.  **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 your common interests. When applying for rooms in shared housing, it gives you an opportunity to share some lifestyle preferences.
2.  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.
3.  A [Rental Resume](#) expands on the application. Many students receive income from a number of sources. It gives the landlord more personal information.
4.  [Rental Application](#): Fill it out neatly and completely! Detailed instructions are on the second page of the form.
5.  [Parental Letter of Guarantee](#): Many landlords who rent to students require or at least prefer a co-guarantor for the rent. If you have one, include the form here or mention it in your cover letter.
6.  [Reference Release Form](#): You are required to give a copy to anyone you use as a reference that works at UCSC. Turn the form in to the Campus Housing Office for housing references. You can use Campus Housing for a financial reference and your Residential Life Office for a tenant reference.
7.  **References:** Get your references in writing ahead of time whenever possible and include in your packet. Besides your on-campus references, use an employer or volunteer work reference.
8.  [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.
9.  **Credit report:** No credit is better than bad credit! You may obtain your credit report for \$10.00 from Experian® Credit Report by calling 1.888.397.3742 or visiting their website at [www.experian.com](http://www.experian.com).