

## UCSC REFERENCE RELEASE FORM

Use this UCSC Reference Release Form to authorize UCSC staff or faculty (Campus Housing Office, Residential-Life/Housing Office, Professors, or Campus Employers) to provide a rental reference on your behalf. A copy of this form should be provided to each office or individual you wish to use as a reference. The reference contact information is given to potential landlords using the form "How to Check Rental References for a UCSC Student."

**I hereby authorize the below UCSC offices, or individual faculty/staff members, to speak with any potential landlord, candidly and comprehensively, sharing any and all information about myself, including personal, financial and contractual information otherwise protected by law or University policy (e.g., student conduct issues, student employment matters, academic/class matters, etc).**

Circle the community where you lived:

Cowell College 459-2173	Stevenson College 459-5688	Crown College 459-5370	Merrill College 459-5689	Porter College 459-2746	Kresge College 459-3262
Oakes College 459-3988	College Eight 459-3335	College Nine 459-3767	College Ten 459-3767	The Village 459-4388	University Inn 466-1359
University Town Center 502-0031		Graduate Student Housing 459-5712		Family Student Housing 459-4080	

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

Print Name: \_\_\_\_\_ SID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**The Campus Housing Office (CHO)** can provide information about your housing contract and payment history of housing fees during the time you were a tenant at the University. CHO must have a copy of this signed release in order to speak to any potential landlord. You can also fax it to them at (831) 459-3665.

**The Housing/Residential Life Office** at the community where you lived (indicated above) can inform potential landlords of your eligibility to return to campus housing based on your conduct while a tenant at the University. Before disseminating this information, the office will confirm a copy of this release was submitted to the Campus Housing Office.

**Individual References:** Other UCSC employees (supervisors and professors) can be a reference as to your character, maturity and your academic standing. Include their information below and provide a copy of this completed form to anyone on campus you intend to use as a reference.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_