

How to Check Rental References for a UCSC Student

Students must submit a Reference Release online through Student Housing Online 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 university housing contract, including whether timely payments of housing fees were made.

Dates/years in residence: _____

Print Name: _____ Student ID#: _____

If applicable, contact **individual UCSC employees** such as university supervisors and/or professors, if provided by the applicant, to learn about the applicant's character, maturity, and/or academic standing.

Name: _____ Department: _____

Relationship: _____ Phone: (_____) _____

Name: _____ Department: _____

Relationship: _____ Phone: (_____) _____

Note to Students:

Before providing this document to potential landlords, have you submitted a Reference Release through Student Housing Online for the Campus Housing Office? YES NO

Use these releases to:

- Give instructions to potential landlords on how to check your on-campus references.
- Provide detailed information necessary for landlords to check Campus Housing Office.
- Provide detailed information necessary for landlords to check *other individual UCSC employee* references.