

# Rental Application Packet

Stella de la Cruz



Jennifer Cho



Christopher Hoffman



April 1, 2016

Dear Prospective Landlord:

Thank you for your consideration of our rental application. We hope that you find the enclosed information useful in learning a little more about us, as well as answering any questions you may have. We also have parental letters of guarantee available upon request.

We are a group of three well-behaved individuals from various areas in California. We all lived together on campus during our first year of college. We have many of the same interests and study habits. Anyone you talk to at the College 10 Residential Life Office will confirm we were quiet and respectful to our student neighbors.

As careful, considerate, eager students we will be responsible tenants and courteous neighbors. We would like to become a part of the larger Santa Cruz community and be members of a great neighborhood. We appreciate your consideration, and we look forward to hearing from you!

Sincerely,

*Stella de la Cruz*  
*Christopher Hoffman*  
*Jennifer Cho*

Jennifer, Stella, and Christopher

The individuals and information presented here were fabricated to demonstrate a completed Rental Application Packet.

## Stella de la Cruz

1234 E. Cromwell, Fresno, CA 93720 • phone (831) 555-5555 • e-mail: sdacruz@ucsc.edu

**Objective:** To acquire an appropriate place for studying close to the UCSC campus.

**Education:** U.C. Santa Cruz, Full-time  
September 2013 – Present, Pre-Med, 3<sup>rd</sup> year - Junior status 15-16

**Employment:** Part-time Student Assistant, Financial Aid Office, UC Santa Cruz  
September 2013 – Present  
Lifeguard, Sunnyside Community Recreation Dept.  
Summers 2011 – 2013  
Volunteer at Fresno City Library, K-6 Summer Reading Program  
Summers 2012 – 2013

**Activities:** Member, College Ten Student Senate

**Previous Tenant Experience:** College Ten residence hall, UCSC, 9/13 – 06/16. Known as household “clean freak”  
1234 E. Cromwell, Fresno, CA 93720 (Lived at home with parents.)

**Monthly Income:**

Employment:	<b>450.00</b>
Additional: From Parents:	400.00
Scholarship/Student Loans:	<u>500.00</u>
<b>Total Monthly Income:</b>	<b>\$1350.00</b>

**Bank Accounts:** Checking: Bank of America, Mission Street branch, Santa Cruz  
Savings: The Golden One, Fresno Branch

**Credit Cards:** Golden One Visa, J.C. Penny Co., Chevron

**References:**

**Rental:** Campus Housing Office (payment history), UCSC (831) 459-2394  
College 10 Housing/Residential Life Office, UCSC (831) 459-5370

**Employer:** Maria Elena Sol, Sunnyside Community Recreation Dept. (559) 789-9999

**Personal:** Ella Jones, Asst. Head Librarian, Fresno City Library (559) 789-5678

# RENTAL APPLICATION

NEVER send your Social Security number through e-mail

Applicant's Last Name: de la Cruz First Name: Stella M.I.: R  
Social Security # or ITIN: \_\_\_\_\_ Date of Birth: 05/27/1995 Contact Phone: 831-555-5555  
Photo ID Type: Driver's License Number: D98766453 Issuing government: CA DMV  
Date expires: 05/27/17 Other ID: UCSC ID E-mail Address: sdacruz@ucsc.edu

1. Present Address: 600 McLaughlin Drive City: Santa Cruz State: CA Zip Code: 95060  
Owner/Manager: UC Santa Cruz - College Ten Phone (Required): 831-459-3767 Rent Amount: \$1,381  
From/To: 09/13 - 06/16 Reason for Leaving: End of academic year/housing contract

2. Previous Address: 1234 E. Cromwell Drive City: Fresno State: CA Zip Code: 93704  
Owner/Manager: Panrets Phone (Required): 559-967-5678 Rent Amount: \$0.00  
From/To: 05/95 - 09/13 Reason for Leaving: Started college

3. If applicable, Current or Previous Campus Address: 600 McLaughlin Drive  
From/To: 09/13 - 06/16 Rent Amount: \$1,381.00 Campus Housing Office: (831) 459-2394  
Housing/Residential-Life Office Phone: 831-459-5034 Student ID #: Wxxxxxxx  
Have you submitted a UCSC Reference Release to Campus Housing?  Yes  No  I will do it within 3 days

4. Proposed Occupants/Ages: (1) Stella de la Cruz /20 (2) Jennifer Cho/21 (3) Christopher Hoffman/22  
(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

5. Pets: N/A Smoker:  Yes  No

6. Present Occupation: Student Assistant Employer: Financial Aid From/To: 10/13 - Present  
Name of Supervisor: Sandra Cohen Phone: 831-459-9999 City: Santa Cruz

7. Previous Occupation: Lifeguard Employer: Sunnyside Rec. Dept. From/To: Summer '11 - '13  
Name of Supervisor: Marina/Eleana Sol Phone: 559-789-9999 City: Sunnyside

8. Current Gross Income: \$ 1,350.00 Per: Month Savings: \$600.00

9. Financial Aid Award: \$ 1,500.00 Per: Quarter

10. Personal Reference: Ella Jonas Phone: 559-789-5678

11. Emergency Contact: Arnold de la Cruz Phone: 559-967-5678

Relation: Father E-mail: MrArnold@aol.com

12. Vehicles: Make/Year/License #: (1) '98 Toyota Camry/5ABD123/California  
(2) \_\_\_\_\_

13. Address of Proposed Rental: 123 Bay Street, Santa Cruz, CA 95060

14. Proposed Move-in Date: 09/06/16

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report.

Dated: 04/01/2016 Applicant signature: Stella de la Cruz

# PARENTAL LETTER OF GUARANTEE

Parental Letter of Guarantee contains  
**CONFIDENTIAL INFORMATION**  
Only provide to landlords seriously  
considering your application.

To Whom It May Concern:

Please be advised that I, Arnold de la Cruz

Name of Parent or Guardian

personally guarantee \$ 750.00 per month which represents

Stella de la Cruz's rent for the property located at:

Name of son or daughter

123 Bay Street

Street

Santa Cruz

CA

95060

City

State

Zip

There is a deposit in the amount of: \$ 750.00

State Drivers License #: D7654321

Date of Birth: 11/12/57

Home Address: 1234 E. Cromwell Drive

Street

Fresno

CA

93704

City

State

Zip

Home Phone: 555-967-5678 Business Phone: 559-765-4321 E-mail: MrArnold@aol.com

Employer Name: Clausen Honda

Monthly Income: \$5,167.00

Business Address: 427 Blackstone Avenue

Street

Fresno

CA

93704

City

State

Zip

Supervisor: Matthew Harris

Supervisor Phone: 559-123-4567

Position: Manager, Service Department Length of Employment: 17 years

**You have my permission to verify this information.**

CO-GUARANTOR:

Print name: Arnold de la Cruz

Date: 3/30/2016

Signature: *Arnold de la Cruz*

Date: 3-30-16

Relationship: Father

All information is provided with the intent of meeting the mission of the UC Santa Cruz Community Rentals Office. This form is provided as a courtesy by the University of California, Santa Cruz. Users of this form communicate, contract and do business with individuals, companies, or firms at their own risk. The Regents, officers, agents, and employees of the University of California make no warranty, expressed or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, or any actions occurring as a result of arrangements made between users of this form.

## 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 the amount of rent paid and whether timely payments of housing fees were made.

Call the applicant's **Housing/Residential Life Office** to obtain information about their eligibility to return to University Housing, which implies the nature of the applicant's conduct during their tenancy.

Name of Community and Res-Life office phone #: College Ten: 459-3767 \_\_\_\_\_

Dates/years in residence: 09/13-06/16 \_\_\_\_\_

Print Name: Stella de la Cruz \_\_\_\_\_ Student ID#: WXXXXXXXX \_\_\_\_\_

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. Students need to give a copy of the UCSC Reference Release form to these individuals.

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

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

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

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

### Note to Students:

Have you submitted a Reference Release through Student Housing Online for Campus Housing and your Res-Life Office?  YES  NO

Have you given your on-campus supervisor and/or any other UCSC individuals you wish to use as a reference the UCSC Reference Release Form?  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 and your Housing/Res-Life Office.
- Provide detailed information necessary for landlords to check *other individual UCSC employee* references.

SUNNYSIDE COMMUNITY RECREATION DEPARTMENT



LETTER OF REFERENCE FOR:

Stella de la Cruz

March 15, 2016

To Whom It May Concern:

Stella de la Cruz worked for our department in the summers of 2011 and 2012. She always arrived on time to work, and she always came prepared with all her equipment to perform her duties. She either taught or monitored several children's swim programs, and could be relied upon to conduct herself and her classes with integrity and a fun-loving spirit.

If given the opportunity to rehire her, I believe the department would do so without any hesitance.

Sincerely,

Marina Elena Sol



# RENTERS WORKSHOP

CERTIFICATE OF COMPLETION

Stella de la Cruz

PRESENTED BY  
THE UCSC  
COMMUNITY RENTAL OFFICE

TO CERTIFY THAT THE RECIPIENT HAS  
COMPLETED THE RENTERS WORKSHOP  
AND IN SO DOING OBTAINED  
INFORMATION ABOUT SEARCHING FOR  
AND ACQUIRING OFF-CAMPUS  
HOUSING, MOVING IN AND OUT OF A  
RENTAL, AND RESPONSIBILITIES AND  
RIGHTS AS A TENANT.

Jan Kennedy  
Manager, Community Rentals  
University of California, Santa Cruz



UNIVERSITY OF CALIFORNIA  
**SANTA CRUZ**



## Jennifer Cho

12344 N. Wilson St., Monterey, CA 93706 • cell (831) 555-7719 • e-mail: jcho12@ucsc.edu

**Objective:** To find a suitable place to live and study close to the UCSC campus.

**Education:** U.C. Santa Cruz, Full-time  
September 2013 – Present, Environmental Studies, 3<sup>rd</sup> year - Junior status 15-16

**Employment:** Salesperson, Part-time in the Deli at New Leaf Market, Santa Cruz  
September 2013 – Present  
Cashier, Lily Mae's Cinnamon Rolls, Cannery Row, Monterey  
April 2011 – June 2013

**Activities:** Studying and volunteering at the Santa Cruz SPCA on weekends

**Previous Tenant Experience:** College Ten, Residence Hall, UCSC 9/13 – 6/16

**Monthly Income:**

Employment:	<b>400.00</b>
Additional: Scholarship/Student Loans:	<u>800.00</u>
<b>Total Monthly Income:</b>	<b>\$1200.00</b>

**Bank Accounts:** Checking & Savings: Bay Federal Credit Union, River Street Branch, Santa Cruz

**Credit Cards:** Visa

**References:**

**Rental:** Campus Housing Office (payment history), UCSC (831) 459-2394  
College 10 Housing/Residential Life Office, UCSC (831) 459-5370

**Employer:** Nina Simone, Deli manager, New Leaf Market (831) 426-1306

**Personal:** Pierre Lafayette, Supervisor, Lily Mae's Cinnamon Rolls (831) 765-4321

# RENTAL APPLICATION

NEVER send your Social Security number through e-mail

Applicant's Last Name: Cho First Name: Jennifer M.I.: \_\_\_\_\_  
Social Security # or ITIN: \_\_\_\_\_ Date of Birth: 10/15/1994 Contact Phone: 831-555-7719  
Photo ID Type: Driver's License Number: D7654321 Issuing government: CA DMV  
Date expires: 10/15/2021 Other ID: UCSC ID E-mail Address: jcho12@ucsc.edu

1. Present Address: 600 McLaughlin Drive City: Santa Cruz State: CA Zip Code: 95060  
Owner/Manager: UC Santa Cruz - College Ten Phone (Required): 831-459-3767 Rent Amount: \$1,381  
From/To: 09/13 - 06/16 Reason for Leaving: End of academic year/housing contract

2. Previous Address: 12344 N. Willson Street City: Monterey State: CA Zip Code: 93704  
Owner/Manager: Parents Phone (Required): 831-924-1234 Rent Amount: \$0.00  
From/To: 1994 - 2013 Reason for Leaving: Started college

3. If applicable, Current or Previous Campus Address: 600 McLaughlin Drive  
From/To: 09/13 - 06/16 Rent Amount: \$1,381.00 Campus Housing Office: (831) 459-2394  
Housing/Residential-Life Office Phone: 831-459-5034 Student ID #: Wxxxxxxx  
Have you submitted a UCSC Reference Release to Campus Housing?  Yes  No  I will do it within 3 days

4. Proposed Occupants/Ages: (1) Jennifer Cho/21 (2) Stella de la Cruz/20 (3) Christopher Hoffman/22  
(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

5. Pets: N/A Smoker:  Yes  No

6. Present Occupation: Salesperson in Deli Employer: New Leaf Market From/To: 03/15 - Present  
Name of Supervisor: Nina Simone Phone: 831-426-1306 City: Santa Cruz

7. Previous Occupation: Cashier Employer: Lily Mae's Bakery From/To: 04/10 - 16/11  
Name of Supervisor: Pierre Lafayette Phone: 831-765-4321 City: Monterey

8. Current Gross Income: \$ 1,200.00 Per: Month Savings: \$1,500.00

9. Financial Aid Award: \$ 2,400.00 Per: Quarter

10. Personal Reference: Mary Hansen Phone: 831-123-4567

11. Emergency Contact: Marilyn Cho Phone: 831-924-1234

Relation: Mother E-mail: MarCho@yahoo.com

12. Vehicles: Make/Year/License #: (1) N/A  
(2) \_\_\_\_\_

13. Address of Proposed Rental: 123 Bay Street, Santa Cruz, CA 95060

14. Proposed Move-in Date: 09/06/16

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report.

Dated: 04/04/2016 Applicant signature: Jennifer Cho

# PARENTAL LETTER OF GUARANTEE

Parental Letter of Guarantee contains  
**CONFIDENTIAL INFORMATION**  
Only provide to landlords seriously  
considering your application.

To Whom It May Concern:

Please be advised that I, Marilyn Cho

Name of Parent or Guardian

personally guarantee \$ 700.00 per month which represents

Jennifer Cho's rent for the property located at:

Name of son or daughter

123 Bay Street

Street

Santa Cruz

CA

95060

City

State

Zip

There is a deposit in the amount of: \$ 700.00

State Drivers License #: D1234567

Date of Birth: 08/05/66

Home Address: 12344 N. Wilson Street

Street

Monterey

CA

93704

City

State

Zip

Home Phone: 831-924-1234 Business Phone: 831-765-4321 E-mail: MarCho@yahoo.com

Employer Name: St. Agnes Medical Center Monthly Income: \$7,000.00

Business Address: 1303 E. Herndon Avenue

Street

Monterey

CA

93074

City

State

Zip

Supervisor: Robert Thomas Supervisor Phone: 831-427-5687

Position: X-Ray Technician Length of Employment: 10 years

**You have my permission to verify this information.**

CO-GUARANTOR:

Print name: Marilyn Cho

Date: 3/30/2016

Signature: Marilyn Cho

Date: 3/30/2016

Relationship: Mother

All information is provided with the intent of meeting the mission of the UC Santa Cruz Community Rentals Office. This form is provided as a courtesy by the University of California, Santa Cruz. Users of this form communicate, contract and do business with individuals, companies, or firms at their own risk. The Regents, officers, agents, and employees of the University of California make no warranty, expressed or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, or any actions occurring as a result of arrangements made between users of this form.

## 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 the amount of rent paid and whether timely payments of housing fees were made.

Call the applicant's **Housing/Residential Life Office** to obtain information about their eligibility to return to University Housing, which implies the nature of the applicant's conduct during their tenancy.

Name of Community and Res-Life office phone #: College Ten: 459-3767 \_\_\_\_\_

Dates/years in residence: 09/13-06/16 \_\_\_\_\_

Print Name: Jennifer Cho Student ID#: WXXXXXXXX \_\_\_\_\_

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. Students need to give a copy of the UCSC Reference Release form to these individuals.

Name: Erika Zavaleta Department: Environmental Studies

Relationship: Professor Phone: ( 831 ) 459-3767

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

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

### Note to Students:

Have you submitted a Reference Release through Student Housing Online for Campus Housing and your Res-Life Office?  YES  NO

Have you given your on-campus supervisor and/or any other UCSC individuals you wish to use as a reference the UCSC Reference Release Form?  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 and your Housing/Res-Life Office.
- Provide detailed information necessary for landlords to check *other individual UCSC employee* references.



March 1, 2016

To Whom It May Concern:

I have had the pleasure of employing Miss Jennifer Cho at my bakery as a cashier during after-school hours from April 2010 until June of 2012. I was very pleased with her performance throughout this time, as she was a very reliable employee. Not only was she always at work on time, but she was extremely courteous with our patrons and fellow workers. Jennifer was very orderly and clean at her station, which is a comment I unfortunately cannot make of all my employees.

Wherever she continues in life, I wish her the best, and can only recommend her highly as a prospective tenant to any potential landlord.

Sincerely,

A handwritten signature in cursive script that reads 'Pierre Lafayette'.

Pierre Lafayette





# RENTERS WORKSHOP

CERTIFICATE OF COMPLETION

**Jennifer Cho**

PRESENTED BY  
THE UCSC  
COMMUNITY RENTAL OFFICE

TO CERTIFY THAT THE RECIPIENT HAS  
COMPLETED THE RENTERS WORKSHOP  
AND IN SO DOING OBTAINED  
INFORMATION ABOUT SEARCHING FOR  
AND ACQUIRING OFF-CAMPUS  
HOUSING, MOVING IN AND OUT OF A  
RENTAL, AND RESPONSIBILITIES AND  
RIGHTS AS A TENANT.

Jan Kennedy  
Manager, Community Rentals  
University of California, Santa Cruz



UNIVERSITY OF CALIFORNIA  
**SANTA CRUZ**

## Christopher Hoffman

4151 Redwood Avenue, Los Angeles, CA 90066 • phone (831) 555-9821 • e-mail: choffman@ucsc.edu

**Objective:** To locate a comfortable home close to the UCSC campus suitable for studying.

**Education:** U.C. Santa Cruz, Full-time  
September 2013 – Present, Engineering, 3<sup>rd</sup> year - Junior status 15-16

**Employment:** Tour guide, Part-time at UCSC Admissions office  
September 2013 – Present  
Waiter at Chaya, Venice, CA  
2011 – 2013, Summers and holidays  
Writer for *City on a Hill Pres*, Santa Cruz, CA  
January 2013 – Present

**Activities:** String orchestra, Men's intramural soccer team, studying, SCUBA

**Previous Tenant Experience:** College Ten residence hall, UCSC, 9/13 – 06/16.  
4151 Redwood Avenue, Los Angeles, CA 90066, 3/29/96 – 9/13

**Monthly Income:**

Employment:	<b>300.00</b>
Additional: From Parents:	500.00
Scholarship/Student Loans:	<u>400.00</u>
<b>Total Monthly Income:</b>	<b>\$1200.00</b>

**Bank Accounts:** Checking: Chase, Ocean Street branch, Santa Cruz  
Savings: Chase, Santa Monica Branch

**Credit Cards:** Visa

**References:**

**Rental:** Campus Housing Office (payment history), UCSC (831) 459-2394  
College 10 Housing/Residential Life Office, UCSC (831) 459-5370

**Employer:** Ms. Kayla Todd, Editor, UCSC Press Center, (831) 459-2430

**Personal:** Mr. John Mendez, Principal of Venice High School (310) 555-5555

# RENTAL APPLICATION

NEVER send your Social Security number through e-mail

Applicant's Last Name: Hoffman First Name: Christopher M.I.: E  
Social Security # or ITIN: \_\_\_\_\_ Date of Birth: 03/29/1993 Contact Phone: 831-555-9821  
Photo ID Type: Driver's License Number: D8912345 Issuing government: CA DMV  
Date expires: 03/29/2019 Other ID: UCSC ID E-mail Address: Choffman@ucsc.edu

1. Present Address: 600 McLaughlin Drive City: Santa Cruz State: CA Zip Code: 95060  
Owner/Manager: UC Santa Cruz - College Ten Phone (Required): 831-459-3767 Rent Amount: \$1,381  
From/To: 09/13 - 06/16 Reason for Leaving: End of academic year/housing contract

2. Previous Address: 4151 Redwood Avenue City: Los Angeles State: CA Zip Code: 90066  
Owner/Manager: Parents Phone (Required): 310-333-3333 Rent Amount: \$0.00  
From/To: 03/93 - 09/13 Reason for Leaving: Started college

3. If applicable, Current or Previous Campus Address: 600 McLaughlin Drive  
From/To: 09/13 - 06/16 Rent Amount: \$1,381.00 Campus Housing Office: (831) 459-2394  
Housing/Residential-Life Office Phone: 831-459-5370 Student ID #: Wxxxxxxx  
Have you submitted a UCSC Reference Release to Campus Housing?  Yes  No  I will do it within 3 days

4. Proposed Occupants/Ages: (1) Jennifer Cho/21 (2) Stella de la Cruz/20 (3) Christopher Hoffman/22  
(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

5. Pets: One hamster Smoker:  Yes  No

6. Present Occupation: Tour Guide Employer: UCSC Admissions From/To: 09/13 - Present  
Name of Supervisor: Gregory Cross Phone: 831-459-9981 City: Santa Cruz

7. Previous Occupation: Waiter Employer: Chaya From/To: 05/06 - 06/12  
Name of Supervisor: Benjamin Loaker Phone: 310-427-0859 City: Venice

8. Current Gross Income: \$ 1,200.00 Per: Month Savings: \$900.00

9. Financial Aid Award: \$ 1,200.00 Per: Quarter

10. Personal Reference: Mr. Mendez Phone: 310-555-5555

11. Emergency Contact: Geoffrey or Anna Hoffman Phone: 310-333-3333

Relation: Parents E-mail: GHman@gmail.com

12. Vehicles: Make/Year/License #: (1) N/A  
(2) \_\_\_\_\_

13. Address of Proposed Rental: 123 Bay Street, Santa Cruz, CA 95060

14. Proposed Move-in Date: 09/06/16

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report.

Dated: 04/02/2016 Applicant signature: Christopher Hoffman



# PARENTAL LETTER OF GUARANTEE

Parental Letter of Guarantee contains  
**CONFIDENTIAL INFORMATION**  
Only provide to landlords seriously  
considering your application.

To Whom It May Concern:

Please be advised that I, Geoffrey Hoffman

Name of Parent or Guardian

personally guarantee \$ 750.00

per month which represents

Christopher Hoffman

Name of son or daughter

's rent for the property located at:

123 Bay Street

Street

Santa Cruz

City

CA

State

95060

Zip

There is a deposit in the amount of: \$ 750.00

State Drivers License #: D2345678

Date of Birth: 11/16/65

Home Address: 4151 Redwood Avenue

Street

Los Angeles

City

CA

State

90066

Zip

Home Phone: 310-333-3333 Business Phone: 310-454-4444 E-mail: GHman@gmail.com

Employer Name: State of California Monthly Income: \$6,250.00

Business Address: 2730 Santa Monica Boulevard

Street

Santa Monica

City

CA

State

90404

Zip

Supervisor: Timothy Smith Supervisor Phone: 310-445-4225

Position: Manager of CSAA Length of Employment: 21 years

**You have my permission to verify this information.**

CO-GUARANTOR:

Print name: Geoffrey Hoffman

Date: 3/30/2016

Signature: *Geoffrey Hoffman*

Date: 3-30-2016

Relationship: Father

All information is provided with the intent of meeting the mission of the UC Santa Cruz Community Rentals Office. This form is provided as a courtesy by the University of California, Santa Cruz. Users of this form communicate, contract and do business with individuals, companies, or firms at their own risk. The Regents, officers, agents, and employees of the University of California make no warranty, expressed or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, or any actions occurring as a result of arrangements made between users of this form.

## 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 the amount of rent paid and whether timely payments of housing fees were made.

Call the applicant's **Housing/Residential Life Office** to obtain information about their eligibility to return to University Housing, which implies the nature of the applicant's conduct during their tenancy.

Name of Community and Res-Life office phone #: College Ten: 459-3767 \_\_\_\_\_

Dates/years in residence: 09/13-06/16 \_\_\_\_\_

Print Name: Christopher Hoffman Student ID#: WXXXXXXXX \_\_\_\_\_

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. Students need to give a copy of the UCSC Reference Release form to these individuals.

Name: Ms. Kayla Todd Department: UCSC Press Center \_\_\_\_\_

Relationship: Editor Phone: (831) 459-2430 \_\_\_\_\_

Name: Gregory Cross Department: Admissions \_\_\_\_\_

Relationship: Supervisor Phone: (831) 459-9981 \_\_\_\_\_

### Note to Students:

Have you submitted a Reference Release through Student Housing Online for Campus Housing and your Res-Life Office?  YES  NO

Have you given your on-campus supervisor and/or any other UCSC individuals you wish to use as a reference the UCSC Reference Release Form?  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 and your Housing/Res-Life Office.
- Provide detailed information necessary for landlords to check *other individual UCSC employee* references.

# Venice High School



1300 Venice Blvd.  
Los Angeles, CA 90066  
(310) 555-5555  
Venicehighca.net  
Jmendez@venicehigh.net

March 21, 2016

To Whom It May Concern:

I am writing on behalf of Christopher Hoffmann, who was a student at Venice High School for four years. Christopher was one of my favorite students here. He contributed a great deal of time and energy to both the school and the larger community of Los Angeles. He has an excellent attendance record and was one of the most well-rounded students at school.

As Senior Class President, Christopher showed great leadership skills and was well-liked by his fellow students. He was also a member of our string orchestra, as well as the mens' soccer team, and demonstrated talent and dedication with both. Additionally, he helped direct the school student newspaper as its editor-in-chief.

Christopher Hoffmann is a very responsible and mature young man who will be a great addition to any household in Santa Cruz.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Mendez".

John Mendez, Principal



# RENTERS WORKSHOP

CERTIFICATE OF COMPLETION

**Christopher Hoffman**

PRESENTED BY  
THE UCSC  
COMMUNITY RENTAL OFFICE

TO CERTIFY THAT THE RECIPIENT HAS  
COMPLETED THE RENTERS WORKSHOP  
AND IN SO DOING OBTAINED  
INFORMATION ABOUT SEARCHING FOR  
AND ACQUIRING OFF-CAMPUS  
HOUSING, MOVING IN AND OUT OF A  
RENTAL, AND RESPONSIBILITIES AND  
RIGHTS AS A TENANT.

Jan Kennedy  
Manager, Community Rentals  
University of California, Santa Cruz



UNIVERSITY OF CALIFORNIA  
**SANTA CRUZ**