Rental Requirements & Application Process

1. Each (18 years or older, or emancipated minors) adult who is going to live in the home must complete and sign an application.
2. A $35 screening fee will be charged to process the application and run the credit check.
3. Proof of income must be provided so we can verify the source(s) of income. We require a gross income of 3 times the rent. Applicants can combine their income to meet this standard. Co-signers/guarantors may be considered depending on the property.
4. Each applicant must provide two forms of identification, including a government-issued photo ID (driver's license, state ID, passport, military ID, foreign government ID). A 2nd form could be a UCSC student ID, utility bill, cell phone bill or bank statement with the applicant's name on it.
5. Depending on the property, co-signers/guarantors may be considered. They must own a home and complete and sign the Parental Letter of Guarantee so we can run the credit report.
6. Rental history must include current phone numbers and names of landlords. All information must be printed clearly and the application signed before we can process the application.
7. An applicant's previous rental history must reflect timely payments, sufficient notice of intent to vacate, no unresolved complaints regarding disturbances or illegal activities, and no unpaid damage charges to dwelling or failure to leave the property clean.
8. Every blank should be fully and completely filled out. If an item is not applicable, write "N/A".
9. UCSC students who lived on campus must notify UCSC's Housing Office to release rental history.
10. Two years or more of verifiable residence history from a third-party landlord is required.
11. The Eviction Report must be free of an unlawful detainer action or eviction data within the last 7 years.
12. Rental properties are all "smoke free" properties. See specific listing for Pet Policy.
13. Once approved, a holding deposit of $500 is required and a lease agreement will be drawn up for signatures. The lease needs to be signed within 2 days of receipt.
14. The full Security Deposit is paid at the time of signing the lease.

Credit Requirements

1. The credit score of each applicant must be 725 and above to qualify.
2. If you do not have a credit score or current credit accounts that are active and opened or you are self-employed the following additional documents will be needed:
   a. Copies of your last three months of bank statements.
   b. Copies of last two years of tax returns.
   c. Copies of last three months of utility bills and cell phone bills.
3. Outstanding bad debts being reported on credit report of more than $100 but less than $1,000 may be accepted with proper explanation and proof.
4. If the credit report has unpaid judgments, tax liens, or unpaid rental collection accounts the application will be denied. The credit report can't contain any bankruptcies that are not discharged or dismissed.

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