



SUMMER 2019 RESORT GROUP EMPLOYEE HOUSING PROCEDURE

STEP 1: OBTAIN A JOB OFFER VERIFIED BY HUMAN RESOURCES AT RESORT GROUP.

STEP 2: PROVIDE ARRIVAL DATE & INFORMATION

First Name _____ Last Name _____

E-mail _____ Cell Number _____

Arrival Date _____ If something should change, please inform Dina Fisher, HR at: work@resortgroup.com

Living Style:

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Morning Person | <input type="checkbox"/> Late-Night Person | |
| <input type="checkbox"/> Very Tidy | <input type="checkbox"/> Moderately Organized | <input type="checkbox"/> Very Messy |

Gender _____ Age _____ Emergency Contact Name/Number: _____

Your security deposit will be \$200.00 will be applied to the first half of the first month's rent, will ensure you a spot in employee housing, but will not be held indefinitely in the event you fail to arrive on or around the date provided.

VERY IMPORTANT:

A full first month's (\$450.00) occupancy fee is due at check-in. Occupancy fee will only be pro-rated to ½ months only. Arrivals from the 1st to the 14th full month's rent in month of arrival. Arrivals from the 15th to the end of the month pay ½ month's rent for month of arrival. All subsequent monthly occupancy fees will be made via payroll deductions on a biweekly basis. Please read and sign the *Employee Housing: Authorization for Payroll Deductions* agreement. HR/Payroll will provide you the form during your applicant intake session on arrival.

STEP 3: LIST YOUR ROOMMATE REQUEST (please list even if you chose to rent a full room; room type not guaranteed)

1st Choice Roommate Request _____

2nd Choice Roommate Request _____

We will assign roommates in accordance with your requests. Any employee who does not submit a request will have their roommate assigned (same gender) for you.

STEP 4: MAIL OR FAX THIS COMPLETED FORM & SEND IN YOUR DEPOSIT TO HOLD YOUR BED (OR ARRIVE WITH IT IN ACCORDANCE TO YOUR SPECIFIC JOB OFFER TERMS)

Fax form to:

1-888-725-2838
~or~ e-mail to: housing@resortgroup.com

Money order or check payable to: **Resort Group Housing Fund**
Mail Deposit to: **c/o HR**
PO BOX 774671
Steamboat Springs, CO 80487

ONCE ALL 4 steps are complete: You will receive a confirmation e-mail confirming the bed reservation & check-in procedure from Housing@resortgroup.com.

*Roommates are not guaranteed. If you fail to list roommate choices, or if same individual does not list you as their choice, you are not guaranteed to room with that specified individual.

RG's employee housing is shared four persons to a room dorm-style housing at:

The Flour Mill
331 S. Lincoln Ave
Steamboat Springs, CO 80487

Each room has 2 bunk beds, fully equipped kitchenette, coin-op laundry on premises, wi-fi & cable TV. The Flour Mill is just blocks from downtown Steamboat Springs (Walking Distance), and is located right on the free city bus route.