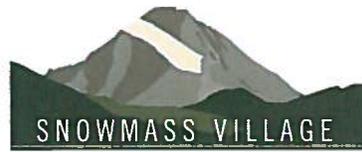
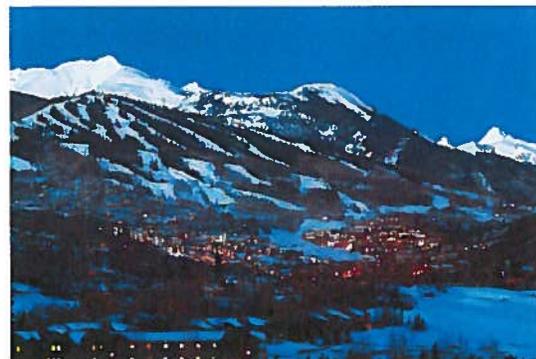


TOWN OF SNOWMASS VILLAGE



HOUSING DEPARTMENT



RESIDENT HANDBOOK



WELCOME!



The Town of Snowmass Village Housing Department would like to welcome you to Employee Housing. We hope you enjoy your apartment and living in Snowmass Village. We request that you please respect your fellow residents and all Housing Department property, while a resident here. Please remember you have signed a lease with the Housing Department and you must obey all the terms and conditions of the lease agreement.



This resident handbook has been prepared to help you understand the rules, regulations and policies of the Housing Department that may not be included in the lease terms and conditions. In addition this handbook also contains many helpful tips about maintaining your apartment.



The Housing office, located in the Mountain View complex, is open Monday through Friday from 8 A.M. to 5 P.M. If you have any questions or maintenance problems during working hours, please call 970-923-2360 for assistance.



Please read this handbook and store it in one of the kitchen cabinets for future residents to use. Again, the Housing staff would like to welcome you to the Snowmass Village Employee Housing.



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ADHESIVE STICKERS

Adhesive Stickers. The placement of adhesive stickers of any type on Housing Department property is strictly prohibited.

Adhesive sticker removal from appliances, doors, and walls can be very difficult to perform without damaging the surface. If you need advice about sticker or adhesive removal, please call the Housing Office. Scraping or scratching the stickers off of any surface will usually damage the surface and create extra charges. Using green scrub pads to remove the adhesive will damage the surface. The Housing Department recommends using an adhesive glue removal product with a plastic scraper.

ADDRESSES

The apartment number and the street name is your physical address. The street names for the apartments are listed below:

1. Brush Creek, Creekside and Palisades Apartments are located on Brush Creek Lane.
2. Mountain View - Buildings 100 through 600 and Buildings 1400, 1500 and 1600 are on Deerfield Drive.
3. Mountain View - Buildings 700 and 800 are on Hawk Ridge Lane.
4. Villas North - The address is 0141 Snowmass Club Circle Dr.



For example: If you live in Brush Creek apartment #613, your address would be 613 Brush Creek Lane.

If you live in Villas North apartment #322, your address would be 0141 Snowmass Club Circle Drive, #322. Please note the Post Office does not provide residential mail delivery in Snowmass Village. The Snowmass Village Post Office will provide you with a box free of charge, although a small fee for keys will be collected.

ALTERATIONS AND IMPROVEMENTS

Tenant shall not perform painting, alterations, additions or improvements to the premises without the prior express written consent of Landlord. All window coverings provided by Landlord must remain in place, with no substitutions.

Please do not make any alterations to the apartment. If alterations are made to the apartment, all extra expenses incurred by the Housing Department to bring the apartment back to the original condition will be charged to the resident.



APARTMENT ABUSE

Apartment abuse is a very serious lease violation and will result in the immediate termination of your lease with the Housing Department.

All damages to the apartment will be the responsibility of the person or persons on the lease.

The Housing Department requests you treat all Snowmass Village Employee Housing property with respect so others may use and enjoy these apartments for many years to come.

Tenant will, at tenant's sole expense keep and maintain the Apartment in a clean and sanitary condition and in good repair during the term of this lease.

Apartment Cleanliness



The lease requires tenants to keep their apartments in a clean and sanitary condition. All apartments must be cleaned and dusted on a regular schedule to remain in compliance with the lease rules. Tenants are required to take good care of the apartment and all common areas located on the premises.



BALCONIES AND DECKS



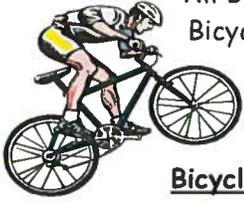
Laundry, sheets, blankets or other clothing material or substance of any kind shall not be hung, displayed or deposited on any balcony or deck. *No storage of any item except deck-type furniture, an outdoor cooking unit or bicycle shall be allowed on any balcony or deck.* Skis and snowboards are not allowed to be stored on the decks. Open fires are not permitted on the Premises or in the Project. **Flags, banners or signs are not permitted anywhere on the Premises or in the Project.**

Please obey the lease rules and keep all entryways and balconies clean. **The decks or balconies are not to be used as a storage area.**

There will be absolutely no storage allowed in the common entry halls or decks. Due to fire regulations these areas have to remain clear at all times.

Storage is not permitted in the Palisades Apartment Building hallways. These hallways must remain clear and accessible at all times.

BICYCLE REPAIR AND STORAGE



All bicycles should be stored in the apartment storage closets when closets are provided. Bicycles may not be stored or parked along building walkways or entry decks where they may interfere with building access. The fire code requires that all walkways be completely clear.

Bicycle repairs are not permitted inside the apartments. If you have a question on where to store your bicycle, please call the Housing office.

BEARS

Bear season is approximately April through November. Numerous black bears live in and around Snowmass Village. Please remove all outdoor food sources. A bear's sense of smell is significantly better than a human's. Food and odor attract bears. Bears become readily addicted to processed food. When bears habituate to human food, safety becomes an issue. Bears will move on if they do not succeed in obtaining food from around a residence.

PLEASE DO NOT:

- Leave garbage outside, including high decks
- Leave garbage dumpster lids or shed doors open
- Leave dirty BBQ grills outside; thoroughly clean grills
- Hang birdfeeders of any type; black bears will climb
- Leave doors / windows open, especially to kitchen / dining area
- Leave your car doors unlocked or leave food in the vehicle

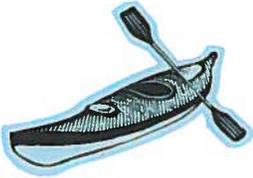


FACE - TO - FACE:

- Make noise when you hike to avoid startling a bear
- You could end up between a sow and her food or cubs
- Do not turn and run - Face the bear
- Walk slowly backwards away from the bear
- Do not move in the direction of the cubs
- Do not scream - speak low and calm - reassure the bear
- If charged: stand your ground, act aggressively
- Running away incites the bear to attack
- A bear standing upright on its hind legs is only trying to identify you

Our actions are crucial to save the lives of local bears. The "2-strikes" law specifies that a bear be killed if relocated more than one time. Educate your family and friends. By making the effort to remove outdoor food sources, we allow bears to remain in their natural habitat. Bears trapped and relocated end up destroyed.

BOATS / KAYAKS



Trailer boats are not permitted in the Housing Department parking lot as stated in lease rules. Kayaks may not be stored on your balcony or outside the apartment.

CABINETS



Holes by nails, screws, hooks, or any other hardware are strictly prohibited in the apartment cabinets and vanities. Cabinet repairs will be the expense of the resident.

CABLE TV

Comcast Cable Services of Colorado is the cable supplier for Snowmass Village. Each apartment has one cable outlet and some two-bedroom apartments have two outlets.

Cable is not supplied by the Housing Department and must be ordered by the resident. The Comcast Cable phone number is 800-266-2278.

CARPET CLEANING AND CARPET/VINYL REPLACEMENT POLICY

1. Carpet cleaning and care are the responsibility of the Lessee.
2. All carpet/vinyl replacement will be approved by the Housing Department Manager.
3. Carpet/vinyl must be damaged or worn out to be replaced. Dirty carpets do not warrant replacement.
4. The carpets installed should last seven to ten years with average care.
5. Due to yearly budget restraints, the carpet in the most need of replacement will be replaced as per the decision of the Housing Manager.
6. All carpets and vinyl are cleaned and inspected upon unit changeover.
7. Carpet and vinyl inspections are available to each unit upon request.

CLEANING LIST

A MOVE OUT INSPECTION IS REQUIRED AND THIS INSPECTION MUST BE SCHEDULED DURING REGULAR BUSINESS HOURS.

The following items must be clean and pass inspection before your security deposit can be refunded:



- | | | | |
|--------------------------|--------------------------|-----|---|
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Front door - clean inside and outside. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | All carpets must be cleaned and free of spots. The carpet must be clean or you may be charged for professional carpet cleaning. If you have lived in the apartment for over one year, the Housing Department will clean the carpet for you. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | All floor vinyl in kitchens, bathroom(s) and wash closets must be clean and free of spots. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | All cabinets must be clean inside and out, in kitchen and bathroom(s). |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | All sinks, toilets and bathtubs must be spotless, including the fixtures. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | All bathroom fixtures must be clean, including medicine cabinet and mirrors. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | All appliances must be clean inside and out, especially the oven, refrigerator, range hood, range top under burner pans and dishwasher. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | The bathroom(s) and kitchen must be very clean. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | All counter tops clean and free of spots. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | All windows, window-sills, curtains and <u>blinds</u> must be clean. |
| Pass | Fail | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Storage closets and balcony must be clean. |



Please do not fill the nail holes. We will fill the nail holes when we paint the unit. If you go through this list thoroughly, and complete the move out inspection, you should not have a problem getting your damage deposit refunded. We will consider ordinary wear and tear but if your unit is not left clean, you will be charged for the additional cleaning we perform. Please remember to return all the unit keys and leave a forwarding address for the deposit refund.

The Housing Staff will hire a cleaning service or a maid to clean apartments that do not meet the Housing Department standards for cleaning. All cleaning costs will be taken from the security deposit.

COMMON AREAS

The common areas or grounds around each building are for all tenants to use and enjoy. Please help the Housing Department keep all common areas clean.

COUNTERTOPS / BURNS / CUTS

All the apartments have Formica countertops in the kitchen and bathrooms. A cutting board is required for all food preparation and hot pads are required to prevent burn marks from hot pans. All countertops are inspected when a new resident moves into an apartment. Countertop repairs or replacement can be very expensive. So again, please use a cutting board and hot pads to avoid countertop damage.

DANGEROUS OR ILLEGAL MATERIALS OR SUBSTANCES



Please note the lease rule # 15:

15. Dangerous or Illegal Materials or Substances. Tenant shall not keep or have on the Apartment any article or thing of a dangerous, inflammable or explosive character that might unreasonably increase the danger of fire on the Apartment or might be considered hazardous or extra hazardous by the Landlord's insurance company. Tenant shall not allow any illegal materials or substances to be brought upon the Project or kept in the Apartment.

DISHWASHERS

Almost all the Housing apartments have a dishwasher provided. Here are some tips to help with your dishwashing duties:



1. Run the hot water at your kitchen sink until it is hot so your dishwasher receives hot water from the start of the wash cycle.
2. Rinse all food from dishes. Food dried on overnight may not come off.
3. If your lower dish rack will not slide out easily, look inside for objects caught on the water tower. Water tower repairs are billed to the residents since these items do not break on their own.
4. If your dishwasher overflows try using less soap. Usually filling the soap dish 1/2 to 2/3 full will clean your dishes and not cause water leaking problems.
5. **Never use liquid dish soap that is not made for dishwashers. This will cause your dishwasher of overflow!**

DOORS

No holes of any kind are permitted in the apartment doors. If you put screws and nails in the doors you will be charged for the repair or replacement of the door.



Door damage is considered as apartment abuse and this is a very serious violation, which can result in the immediate termination of your lease.

Dead bolts or additional locks of any kind are not allowed on Housing Department doors.

DRAPES AND BLINDS



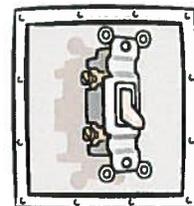
All apartment windows have drapes or blinds installed. The resident is required to take reasonable care of these window coverings. These window coverings cannot be altered and substitutions are not allowed.

The Housing Department has a cleaning and replacement schedule for all window coverings.

ELECTRICAL PROBLEMS

If you have any electrical problems please call the Housing Office immediately for assistance.

Sometimes the ground fault interrupters (GFI's) will jump and need to be re-set to restore electricity to your apartment. The GFI's are located on an outlet in the bathroom or kitchen. If your apartment has partial power, this is generally the problem.



All the apartments, with the exception of a few Brush Creek apartments, have an individual circuit breaker panel located in the apartment. When a circuit breaker has jumped, the breaker will need to be turned off and then on again. If the breaker jumps again, please do not re-set. This indicates there is a serious problem so please call the Housing office immediately.

The Brush Creek apartment circuit breakers are located in the apartments and under the buildings in the storage closet area. You will need to call the Housing maintenance staff if you have problems with your Brush Creek apartment.

EMAIL ADDRESS



The Town of Snowmass Village Housing Dept's e-mail address is: "housing@tosv.com".

EMERGENCY - FIRE, MEDICAL, POLICE, ETC.

Dial 911, remain calm and describe the emergency to the dispatcher.



EMERGENCY PHONE NUMBERS - HOUSING DEPARTMENT

The Housing Office is located in the center of the Mountain View complex. If you have any questions or maintenance requests during the working hours, 8 AM to 5 PM, Monday through Friday, **PLEASE CALL 970-923-2360 FOR ASSISTANCE**. If you have a **TRUE EMERGENCY** and cannot reach anyone in the office, call the **EMERGENCY PAGER** at 970-928-2223. You must enter a phone number for us to return your call. You will be called back immediately.

Energy Conservation



The Housing Department includes various utilities in the rent and it is very important to exercise the conservation of all utilities. All water and sewer utilities are included in the rents. For example, if a toilet is running this can waste a tremendous amount of water. Some apartments include the heat and reducing your thermostats to 68 degrees or less will save a considerable amount of energy. If you will turn down your thermostats when you are not home this save energy too. Many apartments are fully electric and you as a tenant will save money if you exercise energy conservation with your daily usage.

The Housing department is very committed to reducing the energy we use and we need your assistance to help us with this goal. Low wattage energy efficient fluorescent lighting fixtures have been installed in many units. When apartments turn over all incandescent bulbs are replaced with low wattage compact fluorescent bulbs.

We are in the process of adding solar panels and energy efficient boilers when the current boilers are replaced. The Mountain View laundry washers are using solar heated hot water most of the time in combination with an energy efficient boiler that assists with the water heating during the evening hours and on overcast days.

Climate change is happening and there is an organization dedicated to fighting climate change named Protect Our Winters (POW) and the website is: protectourwinters.org Everyone needs to become more energy conscious to save our winters!



FIRE ALARMS



All the apartment buildings (except Brush Creek apartments) have fire alarm pull stations in obvious locations on the exteriors of the buildings. This fire alarm will warn the entire building of a fire. Tampering with the fire alarm pull-stations will result in the termination of your lease.

FIRE EXTINGUISHERS



Fire extinguishers are located on all floors of every building for your use in the event of a fire. If there is a fire, call 911 first, then if you feel safe, use as many fire extinguishers as necessary from all floors and even other buildings to extinguish the fire. Unnecessary discharge of the fire extinguishers will result in the termination of your lease.

GARBAGE DISPOSALS

All apartments have garbage disposals. These disposals are not the heavy-duty type made for grinding up bones or other hard food material. Please put only soft, non-stringy food in these disposals.

If the disposal becomes jammed, the motor has a re-set button, which may pop and stop the motor. To re-start the disposal the cutter wheel must spin freely. The reset button must be pushed in before the disposal will operate again.

GRILLS

The Housing Department recommends residents use propane grills.

Lease Rule

22. Prohibited Items. Charcoal Grills and smokers are prohibited. All types of heat producing lights including plant grow lights are prohibited.



Grow lights and heat producing lights are strictly prohibited in the lease rules. These lights are a fire hazard.

GUESTS

Guests of apartment residents must obey all lease rules while staying with a Housing Department resident. **Pets are strictly prohibited by visitors and will be considered a lease violation for the leaseholder.** If you have guests coming, please inform them to leave their pets at home. Guests are also required to move their vehicles during the winter months for snowplowing.

The Housing Staff will not unlock apartments for anyone not on the lease.

If you have a guest staying with you more than 14 days it is required that you call the Housing Office to register the guest.

HOT WATER HEATERS



The Creekside, Mountain View, Palisades and Villas North apartments all have individual apartment water heaters. These electric water heaters are either the 40, 50-gallon or 80-gallon size units.

A 50-gallon hot water heater should produce ten to twelve minutes of straight hot water. The 80-gallon hot water heaters should produce 15 minutes or more of straight hot water.

If your hot water runs out after a short shower, your hot water heater probably has a faulty element or thermostat. Please call the Housing Office for all hot water heater repairs.

The Brush Creek and Mountain View Phase II apartments have one central hot water heater for each building. If you live in the apartments and have hot water problems please call the Housing Office.

HOUSING OFFICE



The Housing Office is located in the middle of the Mountain View complex. The physical address is 555 Deerfield Drive. Business hours are 8 A.M. to 5 P.M., Monday - Friday. The phone number is 970-923-2360 and the fax number is 970-923-5481. The Housing Office is closed on all town holidays.

A phone message recorder is always on, so please leave a message and if no one is in to answer your call, someone will return your call as soon as possible. For *Emergency Only* assistance, please call the Pager at 970-928-2223. If you need after-hours assistance please see the emergency phone number section in this handbook.

If you need general Housing information or have a Housing policy or lease rule questions, please call the Housing Office for assistance.

The mailing address is: Snowmass Housing Office
P.O. Box 6156
Snowmass Village, CO 81615

Email address: housing@tosv.com

INSURANCE

The Housing Department recommends that the Tenant obtain renters insurance for personal property and possessions. The landlord disclaims any liability for loss or damage to Tenant's personal property on the Premises, from whatever cause. The Housing Department's Building Insurance does not cover the Tenant's *personal property*.

LANDLORD'S RIGHT OF ACCESS

Landlord may enter the Premises at any reasonable time for the purpose of inspection, maintenance, and for showing the Premises to prospective Tenants, after having provided Tenant with notice. Landlord may enter the Premises without notice for emergency repair and maintenance.

LATE RENT POLICY

All rent paid after the seventh of each month will have the late rental fee added to the rent. The late fee will be based on the size of the apartment. Community rental assistance programs may be available in certain situations, please call the housing office for more information. Refer to the back page of this booklet for electronic rent payment options.

LAUNDRY FACILITIES



The Housing Department has four laundry rooms available for the residents. These laundry facilities are located in the Mountain View office building, Mountain View Phase II (1500 Building lower level) Palisades (700 building, lower level) and Villas North (Building II, basement). The laundry rooms are open 24 hours a day for your convenience. Your unit key will open the laundry room. Each laundry room is cleaned two times per week.

If you have a problem with one of the machines, please put an "Out of Order" sign on the machine with a description of the problem along with your name and address so we can repair the machine and refund your money. The "Out of Order" notices are located in a wall-mounted box in each laundry room.

Please be considerate of the other residents and help keep the laundry room clean. Clothes left in the laundry room more than 24 hours will be removed.

LEASE AGREEMENT



Each resident must obey the terms and conditions of the lease agreement. This handbook covers additional Housing Department policies and regulations that are not explained in the Lease Agreement. Please read your lease carefully so you understand your responsibilities as a resident of the Snowmass Village Employee Housing.

LEASE ASSIGNMENT

Your lease may not be assigned, and no part of the Premises may be sublet.

No one other than the people on the lease may occupy an apartment. If anyone is found to be living in an apartment and is not on the lease, the lease will be terminated immediately. All Employee Housing occupants must be approved by the Housing Department ***before*** moving into an apartment.

So, if you have a roommate move out, the Housing Department must receive a completed housing application for the new roommate to check employment and rental references before any one may move in.

The subleasing of Employee Housing apartments is strictly prohibited. Allowing friends to stay in your apartment and pay rent while you are on vacation is a lease violation.

Again, anyone found living in an apartment that is not approved by the Housing Department is violating the lease and the apartment lease will be terminated immediately!

LEASE ASSIGNMENT - ROOMMATE POLICY

The Housing Department requires that a new roommate must be on the lease for no less than *six months* to take over a lease from the original tenant.

If a tenant has signed a lease but has not resided in the apartment for six months or more, the apartment must be returned to the Housing Manager at the end of the lease term.

The Housing Manager will then re-lease the apartment to a new applicant on the waiting list.

LIGHTS AND LIGHTBULBS



All exterior lights are checked on a regular schedule. If you notice a light that is not working, please report this to the Housing Office.

All interior apartment light bulbs are the responsibility of the resident. If you have trouble changing a light bulb please call the Housing Office for assistance. There are some light fixtures, which require a ladder to reach the bulbs.

LOCKS

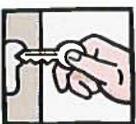
All apartment locks are changed when a new resident moves in. **The door locks may not be changed for any reason unless the locks are changed by the Housing Department.** The Housing Department must have a key to each unit. The following rules apply to apartment door locksets:



1. Deadbolts are not allowed.
2. **Interior door locksets are not allowed.**
3. Slide bolts or other lock hardware that require holes in the door and frame are not allowed.

If you have a key or lock problem please call the Housing Office for assistance, not a locksmith.

LOCK CHANGE POLICY



The Housing Department will change door locks at the resident's request. All apartment locksets, including storage closets, must be changed at the same time. The lock change fee must be paid on the day the locks are changed. All lock changes must be performed by the Housing Department.

LOCKOUTS (Apartment Lock-Out Policy)

Each tenant is responsible for the keys to his or her unit. If you have guests visiting, you must make sure they have apartment keys. The Housing Department will no longer unlock apartments for guests without the approval of a tenant who is listed on the lease. A service fee will be charged for after-hour lockouts.

Again, please remember to take your keys and to give your guests keys to avoid the after-hour service fee. Leaving an extra key close to your apartment is a very good idea to avoid a lockout situation.

MAINTENANCE PROBLEMS



The Housing Department requests that the residents be aware of maintenance problems in the apartments and notify the Housing Office immediately for repairs. Maintenance problems that are neglected can, and do create large amounts of extra work for the Housing staff. The extra work can be eliminated or reduced if the residents notify us immediately of a maintenance problem.

MAINTENANCE REQUESTS

In the event that maintenance is required for your unit, please call the Housing Office at 970-923-2360 or stop by the office to request a maintenance work request.

The Housing Department will complete your work order as soon as possible. All apartment maintenance is the responsibility of the Housing Department.

MOLD / CONDENSATION

Some of the apartments are constructed to be very air tight for energy efficiency. This can create moisture buildup problems in some apartments. Listed below are some tips to reduce moisture buildup in the apartments.

1. Always run your bathroom exhaust fan when you take a shower or bath.
2. Close your bathroom door to keep moisture in the bathroom.
3. Use your kitchen range hood fan when cooking.
4. Open all drapes and blinds to let sunlight reduce the moisture during the day.
5. Open a window a small amount to allow air to circulate into your apartment.
6. Remove any visible moisture accumulation in the apartment from window sills, walls and floors.
7. Controlling the presence of moisture in your apartment will reduce the possibility of mold formation. Please do not operate a humidifier if your apartment exhibits condensation problems.

8. If your apartment has excessive condensation or moisture buildup, please contact the Housing Department. In extreme cases a de-humidifier will be placed in your apartment to remove the excessive moisture.

If you need further assistance, please call the Housing Office.

MOTORCYCLES

All motorcycles are subject to the lease rule - Vehicles and Parking.

Motorcycles may not be parked in any parking space during the winter months due to snowplowing. If you have a motorcycle and need help finding a place to store it for the winter months please call the Housing Office for assistance. There is only a limited amount of outdoor storage space available for motorcycles.



MOVEOUT POLICY - TENANT (Move out During Lease Term)

Residents are required to submit a written notice of intent to vacate at least 30 to 60 days before they plan to move. The form can be obtained in the Housing Office.



The Housing Office will then start calling rental applicants on the waiting list to release the apartment. All applicants will be called in the order of their seniority on the waiting list. This process can take a week or more when a large number of applicants must be contacted.

Please remember you have signed a lease, and submitting a 30-day notice is not a guarantee that your apartment will be re-leased in 30 days. Many times the applicants contacted must also give a thirty-day notice to move from their current housing.

ALL ADDITIONAL COSTS RELATED TO RE-LEASING THE APARTMENT INCURRED BY THE HOUSING DEPARTMENT WILL BE THE RESPONSIBILITY OF THE CURRENT TENANT UNTIL THE APARTMENT IS RELEASED. THIS MEANS THAT EXCEPT FOR NORMAL WEAR AND TEAR, ALL EXPENSES SUCH AS LOSS OF RENT, APARTMENT CLEANING, CARPET CLEANING AND MAINTENANCE REPAIRS TO MAKE THE APARTMENT READY FOR A NEW TENANT WILL BE PAID BY THE TENANT WHO IS MOVING OUT.

A move out inspection is required and will be scheduled as soon as possible after the furniture is moved to assess the condition of the apartment.

The security deposit refund will not be processed until after the move out inspection and all other expenses are calculated. The security refund will be mailed to you within 60 days of your move out as per the lease agreement.

The Housing Department has an apartment-cleaning list available to assist you with your move out cleaning requirements.

MOVEOUT POLICY - ROOMMATES

The following procedures are recommended if two or more residents sign a lease and one resident desires to move out:

1. The resident who is moving is required to honor his or her portion of the lease to the other roommates. This is generally accomplished by finding a new roommate to take over the lease who is acceptable to the other residents and meets the qualifications of the Housing Department. **All new residents must complete a Housing application and be approved by the Housing Department before moving in.**
2. A thirty-day or more written notice of move out should be given to the other parties who signed a lease.
3. A move out inspection must take place before a new resident moves in to assess the apartment damage .
4. After the move out inspection, the security deposit refund will be processed.
 - A. The security deposit must be paid directly to the Housing Department by the new resident before the new resident occupies the apartment. Do not pay the security deposit to the resident who is moving out.
 - B. The security refund will be mailed to the resident who is moving out within 60 days as per the lease agreement.

Please remember all parties who have signed a lease are responsible for the rent during the lease term. For example, if a roommate moves out and the Housing Department cannot collect the rent, all remaining residents who are on the lease will be responsible for the full payment of the rent.

NOISE

Tenant shall not allow noise from loudspeakers, musical instruments, persons, or other causes to disturb other tenants.



Residents must be considerate of the other residents at all times and respect other resident's right to sleep or not be disturbed.

Many jobs in Snowmass Village have different working hours or shifts and this creates different sleeping hours for residents. Continual noise problems with fellow residents will result in the termination of your lease with the Housing Department. The key to apartment living is to be considerate of your fellow residents.

The Housing Department asks that neighbors try to work out noise problems themselves and if this does not work, please contact the Housing Office.

OCCUPANCY AND VEHICLES (MAXIMUM ALLOWED)

The apartment occupancy rate for each apartment is listed below:

	Maximum Number of Occupants	Maximum Number of Vehicles
Brush Creek		
Studio	2	1
Studio/Loft	2	1
One-Bedroom	2	1
Creekside		
One-Bedroom	2	1
Two-Bedroom	4	2
Palisades		
Studio	2	1
Two-Bedroom	4	2
Villas North		
Studio	2	1
One-Bedroom	2	1
Two-Bedroom/One-Bath	4	2
Two-Bedroom/Two-Bath	4	2
Mountain View		
Studio	2	1
One-Bedroom	2	1
Two-Bedroom	4	2
Two-Bedroom	4	2
Three-Bedroom	6	3
Mountain View II		
Studio	2	1
One-Bedroom	2	1
Two-Bedroom	4	2

The Housing Department will allow two people to live in a studio but one person is recommended due to the size of these apartments.

Remember, the vehicle rule is one vehicle per bedroom.

PAINTING



All apartments are re-painted before a new resident moves in. If you have resided in your unit for one year or more and need some additional painting or a complete paint job please call the Housing Office to request this work.

When painting occupied apartments, the Housing staff requires the resident to remove all wall hangings and move all personal items to the center of the room. This will allow the painters to move freely around the room.

Please do not fill the nail holes!

The Housing staff will cover all personal items for you with drop cloths. The Housing Department will not assume any responsibility for accidental damage or breakage of personal items when painting an occupied apartment.

PARKING



Adequate parking is provided for each apartment and is available to residents and guests on a first-come, first-serve basis. Please park so other vehicles have easy access in and out. Do not double park. Park only in designated areas since other areas are reserved to provide adequate fire lanes or to facilitate trash removal.

The Housing Department encourages all residents and guests who do not drive their vehicles everyday to park away from the buildings to permit residents who do drive to use the most accessible parking spaces. This means do not park along the sidewalks if you are not using your vehicle frequently or daily. Please park your vehicle so it doesn't overhang the sidewalks. Vehicles that overhang the sidewalks create access problems for pedestrians and snow blower operation.

The lease you have signed with the Snowmass Village Housing Department states: *"All motor vehicles must be moved once a week or more during the winter months to allow for snow removal."*

If you have snow on your vehicle, please brush the snow off to the side of your vehicle and not on the sidewalks.

See vehicles and parking page 30 for more information and the lease rules.

PARKING - DAY SKIERS



Day-skier parking is prohibited in all Snowmass Village Housing Department parking lots. For information on parking see Vehicles and Parking.

PETS

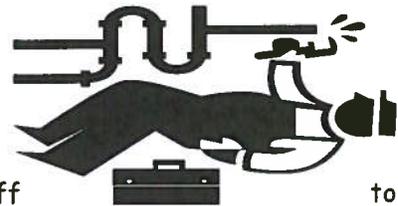


NO PETS OF ANY KIND SHALL BE ALLOWED ON THE PREMISES OR THE PROJECT FOR ANY REASON AT ANY TIME. VISITORS ARE NOT ALLOWED TO BRING THEIR PETS ON THE PREMISES OR THE PROJECT. IF A PET IS ALLOWED ON THE PREMISES, THE LANDLORD IS AUTHORIZED TO CONTACT A TOWN OF SNOWMASS VILLAGE ANIMAL CONTROL OFFICER TO REMOVE THE PET AT THE SOLE COST AND EXPENSE OF TENANT.

Sneaking pets into apartments is a very serious lease violation and will result in the immediate termination of your lease. Pets are not permitted on Housing Department property. Please tell your visitors to leave their pets at home.

PLUMBING PROBLEMS

If you have a water leak please notify the Housing Department immediately for repairs. Water Supply or drain line water leaks in apartment buildings may create damage in other apartments if not stopped quickly.



All sinks and toilets have water valves to turn the water off to these fixtures. There are also water valves above your hot water heater in some apartments that will turn off the water. Do not flush your toilet again after you realize it is clogged. Please remember if your toilet is overflowing turn off the valve located at the rear of the toilet.

Please notify the Housing Department if you have a dripping water faucet, tub or a toilet that continually runs.

PROPERTY RESPECT

Residents and visitors are required to respect all property of the Snowmass Village Housing Department. The Housing Department requires that you treat the apartments with respect so these apartments may be rented to future residents in good condition.

QUALIFIED TENANT

Tenant represents and warrants to Landlord that Tenant is and will at all times during the term of this Lease be a qualified renter as follows:

1. A full time employee must work a full shift or a 40-hour week in Pitkin County, Colorado; whichever is applicable at Tenant's place of employment, for at least 8 months during the term of this Lease.
2. Not an owner of residential housing unit, including without limitation, a house, condominium, town home or mobile home, in the Roaring Fork Drainage of Pitkin, Eagle, or Garfield Counties.

3. Full time Snowmass Village employees are given priority for rental apartments.

RECYCLING

The Town has added recycling containers to all the dumpster sheds. We have removed one trash container from some of the sheds to encourage more recycling and less trash removal. The Housing Department is paying for trash removal. **WE NEED YOUR HELP TO KEEP THE TRASH FEES AT THE CURRENT SERVICE LEVEL!!**

YOU MAY HELP BY:

1. Recycling all aluminum, newspaper, plastic and glass products. The recycling is free!! So please recycle when possible.
2. Please crush all boxes to reduce trash volume in the dumpsters. This will prevent the dumpsters from overflowing.
3. Large items that will not fit in the dumpsters may not be left by the dumpster sheds.
4. If you have a large item to dispose of, you must call the Housing Office at 970-923-2360.



The Housing Department has to pay extra for the large items that will not fit into a dumpster container. Remember, recycling helps reduce your rent by reducing the trash removal fees!

RENT

Tenant shall pay rent in 12 monthly installments in the amount of Monthly Rental commencing on the Commencement Date, and continuing monthly thereafter on the first day of each succeeding month during the Lease term. Please remember the rent is due on the first day of each month. Rent not received by the seventh day of the month will be charged the late fee. Refer to the back page of this booklet for electronic rent payment options.

REPAIR AND MAINTENANCE

Please note the lease rule # 8:

8. Repair and Maintenance. Tenant will, at Tenant's sole expense, keep and maintain the Apartment in a clean and sanitary condition and in good repair during the term of this Lease. In the event the Apartment needs any repair, Tenant shall notify Landlord immediately, who shall coordinate all repairs. Tenant shall pay the cost of all repair which is required:

- A. To maintain the Apartment in a clean and sanitary condition and in good repair; or



- B. Because of Tenant's actions or negligence; or
- C. To maintain the Project in a clean and sanitary condition and in good repair because of Tenant's actions or negligence.

RETURNED CHECK POLICY

Due to the additional bookkeeping time required to process returned checks, a service fee will be charged for all returned checks. Checks returned after the seventh day of the month will also be charged the late rental fee. *The rent, service fee, and late charges must be paid to the Housing Department immediately.* If the Housing Department receives more than one returned check this may require a cash or money order for future rent payments.

RULES AND REGULATIONS

The Housing Department reserves the right to enact from time to time Rules and Regulations, which shall be binding upon Tenant. Upon adoption of such Rules and Regulations, Landlord shall deliver to the Tenant a copy of the Rules and Regulations, setting forth the effective date for same.

SALES UNITS

The Town of Snowmass Village also has a number of deed-restricted condominiums and single-family homes that are sold to qualified Snowmass Village employees. For more information about the For Sale properties, please call 970-923-2360 or stop by the Housing Office for information. All For Sale properties will be advertised in the Snowmass Sun and on the Town website: tosv.com.

SATELLITE DISH POLICY



The Housing Manager must approve all satellite dishes. Due to various building and deck locations, some apartments will not be approved for a satellite dish installation. If your apartment is not orientated to receive satellite signals without the dish being concealed from public view in some manner the dish will not be permitted. If you wish to purchase a satellite dish you must schedule a review of the satellite dish location with the Housing Manager prior to dish installation.

The general rules for approving a satellite dish are listed below.

1. Satellite dishes or antennas may not be attached to the building structures in any manner.
2. The dish must fit in the physical space (i.e. deck) you lease from the Housing Department.

3. Holes: absolutely no holes will be allowed to penetrate the building structure to pass wires or cable through from the exterior. All wires or cables must pass through window or door openings.
4. The dish must be concealed and must not protrude from any building or deck.
5. Satellite dishes of the smaller diameter size are recommended over the larger diameter size dishes.

SMOKE DETECTORS



Each apartment is equipped with a smoke detector for your protection. The Mountain View and Palisades apartments have combination heat and smoke detectors. The detectors are wired in series to the main fire alarm panel for each building.

WARNING!

TAMPERING WITH YOUR SMOKE DETECTOR WILL SEND A SIGNAL TO THE MAIN ALARM PANEL THAT THE SYSTEM IS IN TROUBLE. ONE DISCONNECTED SMOKE ALARM WILL MAKE THE ENTIRE BUILDING ALARM SYSTEM INOPERATIVE. WHEN THE MAIN ALARM PANEL SHOWS A TROUBLE SIGNAL, THE HOUSING STAFF MUST GO THROUGH EACH UNIT UNTIL THE TROUBLE IS FOUND. THIS IS USUALLY A DISCONNECTED SMOKE DETECTOR.

WHEN A DISCONNECTED SMOKE DETECTOR IS FOUND THE APARTMENT RESIDENT WILL BE CHARGED FOR THE MAINTENANCE TIME REQUIRED TO REPAIR THE FIRE ALARM SYSTEM.

It is illegal to tamper with the smoke detector. You may be liable if it is inoperative in a fire. Sometimes the steam from the shower will cause the detector to go off if the detector is located close to the bathroom. When this happens you should close your bathroom door and use the exhaust fan to remove the moist hot air. If you fan your detector with a towel, this may help silence the alarm faster. Please notify the Housing Office of any problems you have before you tamper with the smoke and heat detector. **Disconnecting a smoke detector is a lease violation.**

SMOKING

Please note the lease rule # 7 Smoking:



7. **Smoking.** Smoking is not permitted inside the Apartment. Tenants and their guests who smoke must smoke outside the apartment, they shall not litter, or smoke in an area where the smoke may infiltrate another apartment. A violation of the provisions of this paragraph by the tenant shall result in the immediate termination of the lease at the option of the Landlord.

Please be very careful with cigarettes and make sure each one is completely extinguished. A careless smoker started a fire on a Mountain View apartment deck and the whole building almost caught on fire.

All cigarettes must be extinguished and disposed of properly. Do not flick your cigarette butts off the decks onto the lawn. This could start a grass fire during the dry summer months. Please be considerate of your neighbors and remember cigarette butts are trash.

If the Housing Staff finds an excessive amount of cigarette butts around your apartment, you will be charged for the clean up time and may be asked to move out!

SNOW REMOVAL

The Housing staff devotes many hours each winter to snowplowing and snow shoveling all Housing Department properties after each snowstorm. A typical snow removal day begins at 8 A.M. at the Mountain View office. The apartment complexes located in the upper village are completed first and then we move to the Villas North apartments.



The Housing staff strives to remove all the snow as quickly as possible for your convenience. Please understand that with 28 buildings and many stairways and sidewalks, the snow removal work can take three to four hours or more for large snowfalls.

The lease you have signed with the Snowmass Village Housing Department states: "All motor vehicles must be moved once a week or more during the winter months to allow for snow removal."

Ice buildup or slippery spots should be reported to the Housing Office to receive additional sand or scraping.

Snow shovelers are always needed to help the Housing Department with the snow removal. If you are interested, please call the Housing Office for more information.

SPRINKLER SYSTEMS



The Housing Department properties all have irrigation sprinkler systems that are controlled by time clocks. All systems are programmed to run at night as much as possible to allow the residents to use the lawns during the daylight hours. If you notice a problem with the sprinkler system, please call the Housing Office.

STORAGE CLOSETS

The Housing Department has a limited number of extra storage closets for the Brush Creek, Palisades and Villas North apartments.

If you need extra storage, please call the Housing office for information. The Housing Office will put you on a waiting list if there are no closets available when you call. Residents are allowed one storage closet per apartment.

SUGGESTION BOX

Please feel free to provide the Housing staff with any suggestions you may have about how we can provide better services to the residents. The rent drop box located by the Housing office door is also the suggestion box or you may call the Housing Office to voice your suggestions.

If you will leave your name and phone number, we will contact you about the suggestions.

TELEPHONE SERVICE

Century Link is the telephone service provider for Snowmass Village. The phone number to request new service is 1-800-244-1111.



Each apartment has one phone outlet and many of the larger apartments have two phone outlets. The Housing Department is responsible to provide one phone line (number) to each apartment. If you need more than one phone line this will be the residents expense to add a line if additional phone wire is required. No exterior phone wires may be added to the buildings.

TENANT QUALIFICATIONS

1. A non-refundable \$20.00 fee is required to cover the cost of processing the application. This fee must be included with each application at the time of filing. You must contact the Housing Department at 970-923-2360 at least once a year to keep your application active.



2. A full time employee is someone who works 1400 hours or a 40 hour week; whichever is applicable at his or her place of employment, the equivalent of eight months or more during each twelve-month period.
3. First priority renters must be full-time employees within the Town of Snowmass Village. The applications are prioritized by your length of employment in Snowmass Village, not the date the application is received by the Housing Department. To qualify as a Snowmass Village employee, your employer must have an office or business located within the Town of Snowmass Village.

4. The Housing Manager may prioritize current tenants, Town of Snowmass Village, Snowmass Wildcat Fire Department and Snowmass Water and Sanitation District employees ahead of the waiting list applicants.
5. If any units remain unoccupied by Snowmass Village employees, then Aspen/Pitkin County employees are considered second priority rental applicants. The second priority rental applicants will also be prioritized by the length of employment within Pitkin County.
6. Each applicant shall list his/her place or places of employment within Snowmass Village/Pitkin County, including specific names of employers, addresses (and telephone number when possible) sufficient to permit verification. Employment listed which the Housing Department cannot verify, will not be counted. On the attached application, you must total your employment time in the employment total column for each job.
7. Each applicant shall list his/her current and prior two places of residence in sufficient detail to permit verification. If such residences cover a period of less than twenty four months, the Department may request additional information as may be necessary to make a judgment of tenant reliability. 
8. One-Bedroom apartments may be occupied by one but not more than two persons. Two-bedroom apartments may be occupied by no less than two but no more than four persons. Three-bedroom apartments may be occupied by no less than three but no more than six persons. One vehicle per bedroom is permitted. The parking and occupancy regulations will be strictly enforced and a violation may result in cancellation of the lease at the sole discretion of the housing Department.
9. A security deposit will be required for each apartment. This deposit amount will depend on apartment size. The security deposit must be paid in full before occupancy of an apartment is permitted.
10. Persons who currently own housing within the area defined below shall not be eligible for this project until all other qualified renters have been selected: An owner of a residential housing unit, including without limitation, a house, condominium or mobile home in the Roaring Fork Drainage of Pitkin, Eagle, or Garfield Counties including the area between No Name to Rifle, Colorado.
11. **No pets shall be permitted in any rental unit for any reason. Violation of this regulation will result in cancellation of the lease.**
12. A one- year lease is required for all apartments. These are not short term seasonal housing apartments.
13. **No Smoking is allowed in any employee Housing unit.**

TOILETS



Please do not flush any items other than toilet paper and human waste down the toilets. Flushing other items will clog your apartment sewer line and possibly the main sewer line.

Please do not flush feminine products down the toilet. These items will clog the sewer lines. We have had numerous problems with clogged sewer lines when these products are flushed down the toilets.

Do not flush your toilet again after you realize it is clogged. Please remember if your toilet is overflowing turn off the valve located at the rear of the toilet to stop the water.

The housing department does not recommend the use of toilet bowl cleaners that are placed in the toilet tank.

Toilets that are constantly running water can waste a tremendous amount of water. A running toilet can easily waste hundreds of gallons of water in a short period of time. If this toilet is not repaired this can easily turn into thousands of gallons of water wasted.

Please notify the Housing Department if you have a dripping water faucet, tub or a toilet the continually runs.

TRAILERS



Trailers are not allowed to be parked in the Housing Department parking lots at any time. This means all types of trailers. The lease states, "motor homes, trailers, boats or inoperative vehicles may not be parked in the project."

TRANSFERRING APARTMENTS



The Housing Department will only allow residents to switch apartments when there are valid reasons for a transfer such as apartment size or economic factors. A valid reason for an apartment transfer is a change in family size that makes the present apartment no longer suitable. *Residents are required to live in their current apartment for one year before an apartment transfer request will be considered.* If a resident wishes to transfer from one apartment to another, they must notify the Housing Office to add them to the apartment transfer list. *You must be a current full-time Snowmass Village employee to transfer or switch apartments.* Apartment transfers will only be considered for residents who will sign another one-year lease.

When a resident transfers from one apartment to another, all additional costs related to the transfer and re-leasing of both apartments will be the responsibility of this resident. This means that except for normal wear and tear, all expenses such as loss of rent, lease and security deposit transfers, apartment cleaning, carpet cleaning and maintenance repairs to make the current apartment ready for a new resident will be paid by the resident who is transferring or moving out.

A move out inspection is required and will be scheduled as soon as possible after the furniture is moved to assess the condition of the current apartment. Listed below are some extra expenses that will be charged to residents switching apartments:

1. You must pay the apartment transfer fee.
2. Apartment cleaning if not cleaned to Housing Department standards. Cleaning costs will be the actual rates charged by a local cleaning service or the Housing Department.
3. Maintenance: The resident who is moving will pay for all the maintenance work required to re-lease the current apartment. This can be very expensive if the entire apartment needs to be re-painted.
4. Rent on current apartment until re-leased to a new resident. The Housing Department will strive to find a qualified tenant as soon as possible. Many times finding a new tenant for the present apartment can take 30 days due to the move-out notice required by other landlords. Rent will also start on the new apartment the day the Housing Department has the apartment ready for you to move into.

Please note the Housing Department is only trying to break even on apartment transfers. Each resident transfer may be different in costs due to varying factors. Apartment transfers can be very expensive which may not make switching apartments a viable option for the resident. Switching apartments creates double work for the housing maintenance staff and all extra costs will be charged to the resident who is transferring apartments.

Note: The Housing Office has a waiting list for residents to transfer apartments. The resident who has resided in employee housing the longest is given priority to transfer apartments.

TRANSFER EXPECTATIONS

Apartment transfers create extra maintenance work for the Housing Department. When a resident transfers from one apartment to another, the Housing staff must then paint and prepare two apartments for new residents.



If you are switching or transferring from one apartment to another, the Housing Department requests that you understand and fulfill the apartment transfer expectations listed below.

1. You are required to clean your apartment to meet our cleaning standards. We will not clean your apartment. If you do not clean your apartment to our standards, a cleaning service will be hired to clean the apartment at your expense. Sometimes, a cleaning service

may not be available to clean the apartment for several days. You will be responsible for all the rent due on the apartment until a new tenant moves in. *A move-out inspection for your apartment must be scheduled during regular business hours.*

2. You are required to move on the day you are scheduled. This is very important to us so the maintenance work can be completed.
3. Remember that the condition of each apartment may vary. The Housing staff strives to maintain and keep all the apartments in good repair.

TRANSPORTATION (VILLAGE SHUTTLE & RFTA)



The Town of Snowmass Village Transportation Department serves all the Snowmass Village Employee Housing complexes. For a shuttle schedule or more information about the service provided, please call 970-923-2543 or 970-923-3500 for assistance. The Housing Department encourages everyone to use this free shuttle service for transportation around the village.

The Roaring Fork Transit Agency (RFTA) provides transportation services valley wide on a year-round basis. For information about bus schedules and fares, call 970-925-8484.

TRASH

All trash must be deposited into the trash dumpsters. Please do not leave trash outside your apartment because animals will get into it. Bears, foxes and raccoons are all common visitors to the dumpster sheds.

It is very important that all trash is placed in the container and not on the concrete pad. If the dumpster is full, please attempt to stack your trash on top of other bags.

When bears become a problem, they must be moved or destroyed. The proper disposal of trash may save a bears life.

UTILITIES



The Housing Department urges everyone to exercise restraint and conservation in the use of all public utilities. The Housing rents pay for all water and sanitation costs.

The residents of Brush Creek apartments must exercise conservation of utilities because all utilities are paid with the apartment rents. Therefore, when the utility costs go up, the Brush Creek rental rates may increase.

The heat for Villas North and Mountain View Phase II apartments is also included in the rents.

Listed below are some recommendations on utility conservation:

1. Turn off all electric lights when leaving a room.
2. Turn your thermostat down when you are not home.
3. Please do not waste water.
4. Please do not leave your windows open during the colder months.

The Housing Department has installed low-watt energy efficient interior and exterior lights where practical.

If you have any leaky faucets or toilets that run water constantly, please call the Housing Office to report the items that need to be repaired.

UTILITY COMPANIES

Listed below are the phone numbers of the local utility companies you may need.

HOLY CROSS ELECTRIC 1-970-945-5491

COMCAST CABLE 1-800-266-2278

Century Link (TELEPHONE)1-800-244-1111

All apartments with the exception of Brush Creek will require electrical service from Holy Cross Electric Association located in Glenwood Springs. Holy Cross will require a security deposit and you must complete some membership forms to receive electric service. Please contact Holy Cross at least 48 hours or more before your move-in date to receive electrical service.

VANDALISM

Vandalism of Housing Department property can affect all residents with higher rents. If you witness anyone committing vandalism, please report any incidents to the Snowmass Village Police Department and the Housing Office. If the person or persons are caught, they will be responsible for all the damages.

Vandalism will not be tolerated and will result in the immediate termination of the residents lease with the Housing Department.

VEHICLES (OPERABLE)



As stated in lease rules, no inoperative vehicles may be parked in the Housing Department parking lots at any time.

All vehicles must have current license plates. Expired license plates indicate a stored condition and these vehicles will be removed. The Housing parking lots are *not* storage lots for vehicles that are not operable or a damaged vehicle that has been involved in an accident.

Vehicles found on Housing Department property in inoperative condition with flat tires, on jacks or on supports will be removed at the owners' expense.

VEHICLES AND PARKING

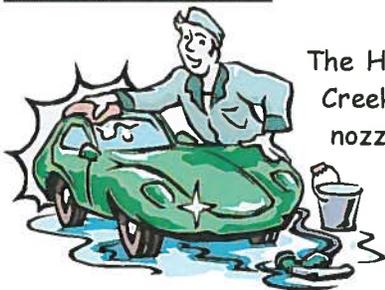


Tenant shall strictly obey all traffic control signs and parking signs in the Project. Tenant is entitled to park the Authorized Vehicle with valid license plates (listed on the lease), designated in the Summary of Terms only, and *shall be moved at least once a week to a different parking space.*

- A. **Motor homes, trailers, boats or inoperative vehicles may not be parked in the Project.**
- B. Repairs and maintenance to motor vehicles shall not be conducted in the Project.
- C. All of Tenant's motor vehicles in the Project in noncompliance with provisions of this paragraph are illegally parked and will be removed by Landlord at the sole cost and expense of Tenant.
- D. One vehicle per bedroom is permitted.

Violation of the provisions of this paragraph by Tenant shall result in the immediate termination of this Lease, at the option of Landlord.

VEHICLE WASHING



The Housing Department requests that you wash your cars at the Brush Creek apartments - Building 300 - by the retaining wall. A hose with a nozzle is provided for your use. Vehicles covered with mud must be washed at a public car wash to prevent the mud from coating the asphalt parking lot.

If you have your own hose, you may wash your car using any exterior water faucet. Please remove and store your hose when finished. **Washing cars in front of the Housing Office building is prohibited**

WASHERS AND DRYERS (PERSONAL)

Washers - Please make sure your washer hoses are tightly connected to the washer and water supply valves to prevent leaks. The washer drain hose must be pushed securely inside the wall drain or this hose may pop out and create a small flood!



Washer water hoses should be checked monthly for bulges, lumps, or leaks. Washer hoses that have bulges or lumps must be turned off and replaced immediately.

Please note you will be responsible for the cost of all water damage repairs if your washer leaks. Stainless steel wrapped hoses are recommended for all washer installations. These types of hoses greatly reduce the risk of water damage.

Dryers - All dryers must be connected to the exterior exhaust vent pipe. It is strictly prohibited to vent the dryer inside the apartment or operate the dryer without connecting it to the exterior vent pipe.

A dryer not vented properly can create extra cleaning expenses and moisture damage to the apartment.

Warning: The accumulation of dryer lint due to improper venting may create a fire hazard.

WASHER AND DRYER CLOSETS

The following apartment complexes have washer and dryer closets.



Creekside - All apartments will accept a standard size side-by-side washer and dryer.

Villas North - Only the one and two bedroom apartments have a washer and dryer closet. These apartments will accept a stackable washer and dryer. Some apartments may be modified to accept a standard side-by-side washer and dryer. If you have questions about the size and type of washer and dryer that will fit in your apartment please call the Housing Office.

Mountain View - All the apartments except for studios and the small two bedroom units have a laundry closet for a stackable type washer and dryer.

Mountain View Phase II - The one-bedroom unit will accept a stackable washer and dryer, and the two-bedroom units will accept the standard side-by-side washer and dryer.

WATERBEDS

Waterbeds are not permitted in Brush Creek studio loft sleeping areas. However, the living room or downstairs area is suitable for a waterbed.

All other apartments are approved for waterbeds. The waterbed must be in a frame with a leak-proof mattress liner. All water damage repair costs to your apartment or other apartments due to a leaking waterbed will be the responsibility of the resident.

WATER LEAKS



Please let the Housing Office know immediately if you have any type of water leak in your apartment or storage closet. Even a small water leak can create a large amount of repair work if not fixed right away. If you have a leaky pipe, please put a bucket or pot under the leak to catch the water until the leak can be repaired. All water leaks are considered top priority for maintenance repair work.

WEAR AND TEAR

Apartment condition records are completed for all new residents when they move into an apartment. The condition record will note the general condition of the apartment on the move-in date.

The Housing Department will not assess charges for ordinary wear and tear to an apartment when the resident moves out. However, repair costs for excessive wear and tear or apartment abuse will be charged to the leaseholder immediately upon detection by the Housing staff.

WINDOW SCREENS



All apartments are supplied with window screens. The Housing Department inspects window screens and sliding patio door screens each time an apartment turns over for damaged or missing screens.

Window screen repair or replacement is the responsibility of the resident. So, if you are locked out of your apartment, please call the Housing office for assistance instead of pulling a window screen out and having to pay for a new replacement screen.



Snowmass/Aspen Frequently Called Phone Numbers

Housing Office - 970-923-2360

Housing Fax - 970-923-5481

Housing Pager Emergencies - 970-928-2223

Emergency Phone Numbers

For any real emergency, dial 911.

Snowmass Phone Numbers

Alpine Bank	970-923-3600
Aspen Skiing Co	970-925-1220
Aspen Medical Care	970-923-4005
Conoco Gas Station	970-923-3346
Snowmass Chapel	970-923-6192
Snowmass Police/Animal Control	970-923-5330
Snowmass Village Dental	970-923-5777
Snowmass Water & Sanitation	970-923-2056
Snowmass Wildcat Fire Dept.	970-923-2212
Town of Snowmass Village	970-923-3777
United States Post Office	970-923-2497
Village Shuttle	970-923-2543/970-923-3500

Aspen Phone Numbers

Aspen Ice Garden	970-920-5141
Aspen School District	970-925-3760
Aspen Valley Hospital	970-925-1120
Aspen Youth Center	970-544-4130
City of Aspen	970-920-5000
Colorado Mountain College	970-925-7740
Community Health Services	970-920-5420
Holy Cross Electric	970-945-5491
Library	970-429-1900
Nordic Trails	970-429-2093
Pitkin County Sheriff	970-920-5300
RFTA Bus Information	970-925-8484
State Patrol	970-945-6198
Isis Movie Theatre	970-925-7584



Attention: Snowmass Village Housing Residents

Convenient Rent Payment Options:



Town of Snowmass Village now accepts payments online!
We are pleased to announce that the Town of Snowmass Village now accepts Electronic Checks, Mastercard, Visa and Discover online!

You are able to pay your rent online. Go to the town website at tosv.com, click on Online Bill Pay tab. This link will prompt you through the process.

Please note that a third party convenience fee will apply to all E-Check and credit card payments.

Electronic Check - flat rate fee of \$1.50

Credit card fee is 2.45% of sale (\$3.00 minimum)

This fee will be disclosed at the time of transaction with an option to decline payment.

If you have any questions regarding these options do not hesitate to contact our office at 970-923-2360.