

Employee Housing Move-in Instructions



Aspen One

Following

Published today (Edited today) · 8 min read

Once you have been assigned housing from your ASC Department's Hiring Manager, they will send that room assignment to the housing department. The housing department will then send you an email within a couple of business days with a lease attached, full apartment details, payment information and deadlines. *(Full details below; print this page for your reference later)*

NEXT STEPS IF YOU'VE BEEN ASSIGNED HOUSING



1. Prior to arrival, you must provide:

- A full security deposit
 1. A \$100 non-refundable administrative fee
 2. First month's rent
 3. Your lease by the given due date

2. Schedule your move-in appointment with the Housing Office during normal business hours (Monday-Friday, 8am-5pm). The last move-in appointment time of the day is 4:30pm. After-Hours move-ins require approval in advance, and all requirements must be met. See below for "After Hours Move-In Requirements."

Please follow these property-specific instructions:

- **MAROLT TENANTS ONLY:** Schedule a move-in appointment with Nicole Morehead from Marolt by emailing nicole.morehead@aspen.gov or calling 970-429-2897. The Marolt office is open for move-ins Monday – Wednesday 8:00am-4:00pm and Thursday/Fridays 11:00am-4:00pm. The address for Marolt check-in is "18 Truscott Place, Aspen, CO. 81611." If you have emailed your full lease, copy of ID to the Housing Office, are APCHA application approved, and you are fully paid up, you will not need to also stop by the ASC Housing Office before your Marolt move-in appointment.

1. **ASPEN HIGHLANDS TRAILHEAD TENANTS ONLY:** Please Schedule a move in with our Housing Office and then we will help you with your move in. Please use this link to learn about this property: <http://hamptonlanellc.com/>
2. **CAMPGROUND RESIDENTS ONLY:** Please report directly to the Campground Housing office for your move-in appointment. That address is: 20640 HWY 82, Basalt, CO. 81621
3. **WILLITS THE HUB RESIDENTS ONLY:** Please report directly to THE HUB Housing office for your move-in appointment. 300 Robinson Street, Basalt CO 81621.

3. Provide payment in full: At move-in a full payment of any balance remaining is collected.

4. Provide valid I.D. At move-in, bring a valid government issued I.D. (Passport and/or Driver's License)

5. Attend a required orientation. At move-in be ready to sit down to a 5-10 minute orientation process and fill out any additional paperwork before receiving a key.

PAYING SECURITY DEPOSITS & BALANCES



A damage deposit (bond) equal to one month's rent is due prior to your arrival to reserve your unit. Payment options are listed below. If your monthly rent is less than \$500, then your deposit = \$500. Otherwise security deposits are equal to one month's rent. See your housing offer for your exact deposit amount.

HOW TO PAY ONLINE:

1. Send your completed lease back to housingoffice@aspensnowmass.com and request early online access for payment. (Once your lease is confirmed as received, a Housing Representative will set up your online tenant account within a couple of business days).
2. Wait for an account access email to gain access to your online account. Account access emails are sent to the email that you provided on your lease. Follow the instructions for log-in once the email is received.
3. Once you log-in you can pay with a United States checking account only. Sorry! No Credit/debit cards. Simply follow the instructions for payment.

4. Email the Housing Office at housingoffice@aspensnowmass.com that you've made your payment online and you will then receive a confirmation email of deposit receipt.

HOW TO PAY BY MAIL: If you choose to pay by mail, then it is recommended that you send your payment the next business day after receiving a housing offer so that you don't miss a payment deadline and risk losing your unit. Make your check payable to: "ASC" or "Aspen Skiing Company." ***No personal checks. Only Money Orders, Cashier's Checks and Certified Checks are accepted.**

Our mailing address is:

Housing Office

PO 6029 (United States Postal Mail)

26 Commons Circle (Fed Ex or UPS)

Snowmass Village, CO. 81615

HOW TO PAY WITH CASH: Cash is accepted in the Housing Office **ONLY** during **normal business hours**. Never mail cash or leave cash in the rent drop slot or local rent drop box.

HOW TO PAY BY WIRE: (International residents only):

- You must be logged into your online resident account to download the wire transfer document. You must return your completed lease in order to gain access to your online resident account. You must be logged into your account for the Wire Transfer document to show up on [this page](#).
- Once you've made your payment, send an email to the Housing Office at housingoffice@aspensnowmass.com to let them know that you've made your payment online. You will then receive a confirmation email of deposit reception.

CANCELLATION POLICY: Please make sure of your decision before your payment is mailed. Cancelling prior to the start of your lease term will result in the loss of your full security deposit. Once your deposit has been received, it will only be refunded once the lease term has been met, a sublet tenant has been found and the property has been vacated.

DEPOSIT RETURN: Your deposit is refundable when the apartment is returned at the end of the lease in the same condition as when it was rented (deep cleaned), the key is returned, and there are no outstanding charges or damages. Deposits are usually refunded within 30 days after the employee vacates.

YOUR LEASE



The term of a seasonal lease is for a minimum of approximately 5 1/2 to 6 months, depending on property location and size. One-year leases are also available at some properties (Sopris View). You must be willing to pay for your entire lease term (even if you plan to stay for less time). Do NOT sign this lease if you cannot honor your full lease payment obligation.

IF YOU HAVE BEEN ASSIGNED A ROOM FROM YOUR ASC HIRING MANAGER:

You will receive a housing offer email with a lease and instructions within two business days of the ASC Housing Department receiving the assignment.

IF YOU HAVE NOT RECEIVED A LEASE, PLEASE CONTACT THE HOUSING OFFICE AT housingoffice@aspensnowmass.com

TO SEND IN AND FINALIZE YOUR LEASE:

- 1). Fill out your lease and send it with your deposit to the address above.
- 2). Sign and date where indicated on each page of the lease.
 - Any information you are unsure of you can leave blank until arrival.
 - If you have any trouble filling out the lease, please contact us.
- 3). A housing office representative will finish your lease with you during your move-in appointment and provide you with a copy for your records.
- 4). Once your lease is confirmed received, then a Housing Representative will set up your online tenant account within 48 hours. Once you log-in you can pay your security deposit. See [Paying Security Deposits and Balances](#). Sorry, no credit cards or personal checks accepted.

***Residents who wish to move out prior to their lease termination date are still required to fulfill their lease payment obligation, even if they won't be in the apartment for the full term. Some winter leases are 6 months, depending on property location and room type.**
MOVE?



The term of a seasonal lease is for a minimum of approximately 5 1/2 to 6 months, depending on property location and size. One-year leases are also available at some properties (Sopris View). You must be willing to pay for your entire lease term (even if you plan to stay for less time). Do NOT sign this lease if you cannot honor your full lease payment obligation.

IF YOU HAVE BEEN ASSIGNED A ROOM FROM YOUR ASC HIRING MANAGER:

You will receive a housing offer email with a lease and instructions within two business days of the ASC Housing Department receiving the assignment.

IF YOU HAVE NOT RECEIVED A LEASE, PLEASE CONTACT THE HOUSING OFFICE AT housingoffice@aspensnowmass.com

TO SEND IN AND FINALIZE YOUR LEASE:

- 1). Fill out your lease and send it with your deposit to the address above.
- 2). Sign and date where indicated on each page of the lease.
 - Any information you are unsure of you can leave blank until arrival.
 - If you have any trouble filling out the lease, please contact us.
- 3). A housing office representative will finish your lease with you during your move-in appointment and provide you with a copy for your records.
- 4). Once your lease is confirmed received, then a Housing Representative will set up your online tenant account within 48 hours. Once you log-in you can pay your security deposit. See [Paying Security Deposits and Balances](#). Sorry, no credit cards or personal checks accepted.

***Residents who wish to move out prior to their lease termination date are still required to fulfill their lease payment obligation, even if they won't be in the apartment for the full term. Some winter leases are 6 months, depending on property location and room type.**
MOVE?

Additional Important Information



Pets / ESA Pets:

Only a limited few properties allow pets. Please visit the “[Property Information](#)” page for specific pet information on your property. A PAWH pet/ESA pet application must be completed and returned to PAWH for approval prior to any lease agreement.

Parking

Parking is very limited and available on a “first-come first-serve” basis while spaces are available

1. Parking prices can range from \$250 – \$300 per vehicle per season depending on property and location. Send your payment to the address above with your security deposit to reserve your space.
2. Parking at any ASC Housing property without a parking pass will result in a \$50 immobilization fee. There is no guest parking at any properties.
3. For more details on parking at your property visit the [Property Information](#) page.



(Human Resources Home)

Topics

[move-in instructions](#)

[employee housing](#)

Send feedback 

Related content