

# **SNOWMASS VILLAGE EMPLOYEE HOUSING TENANT QUALIFICATIONS**

1. There shall be a **non-refundable \$10.00 fee** to cover the cost of processing and verification, which must be included with each application at the time of filing. **You must contact the Housing Department at 923-2360 at least once a year to keep your application active.**
2. Rental units have been planned to give first priority to long-term, moderate income employees in Snowmass Village who are presently in: (A) sub-standard housing or (B) short-term or long-term expensive rental situations or (C) forced to live in other areas and commute.
3. **First priority renters must be full-time employees in the Town of Snowmass Village to be considered. 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. A full-time employee is defined as someone who works a full shift or 40-hour week; whichever is applicable at his/her place of his/her employment, the equivalent of eight months or more during each twelve-month period.
5. The Housing Manager may prioritize current tenants, Town of Snowmass Village and Snowmass Wild-cat Fire Department employees ahead of the waiting list applicants.
6. 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. Please note the Housing Department has not placed a second priority applicant in an apartment since 1992.
7. 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.
8. 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 twelve months, the Department may request additional information as may be necessary to make a judgement of tenant reliability.
9. 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 two but no more than six persons. One vehicle parking space per bedroom is permitted. This regulation will be strictly enforced and violation may result in cancellation of the lease at the sole discretion of the Housing Department or designated representatives.
10. 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.
11. 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:  
"Not 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."
12. **No animals shall be permitted in any rental unit for any reason.** Violation of this regulation will result in cancellation of the lease.
13. A one-year lease is required for all apartments. These are not short-term seasonal housing apartments.
14. **No smoking is allowed in any employee Housing unit.**