



Dear Driver or Mechanic:

Thank you for your interest in working for RFTA in the Roaring Fork Valley. If you are interested in living in the affordable employee housing we provide in Aspen at the Burlingame housing apartments, there are several things you will need to know.

Housing for employees is available at the Burlingame Apartments from September 1st through April 30th on a first come, first serve basis. All units have two bedrooms, one bathroom, a kitchenette and a small living room. You will need to bring kitchen utensils, (dishes, pots, pans, glasses etc.) You will also need to supply your own linens (towels, sheets etc.)

Each person must qualify for *seasonal employee housing* in person with the Aspen/Pitkin County Housing Authority, located at 530 E. Main Street Aspen, Colorado 81611. Please see the attached example of *required documentation* necessary to qualify for *seasonal housing*. Once the application has been approved by the Aspen/Pitkin County Housing Authority, the approval notice will be forwarded on to the Burlingame property Manager, Mary Ferguson. At that time Mary will fill out all of the necessary RFTA/Burlingame paperwork and issue keys for the apartments.

Leases will be on a month-to-month basis. A damage deposit in the amount of \$300.00 will be required in order to move in or will be deducted in \$50.00 increments via payroll until the \$300.00 deposit is paid in full. Should you cease employment with RFTA for any reason you will be required to move out of Burlingame within 15 days of your departure from RFTA. Upon termination from RFTA or tenant's decision to move out all damage and cleaning costs that apply will automatically be deducted from your damage deposit.

Rent includes all utilities, except cable, internet and telephone hook-up. ***Mail is not delivered to Burlingame therefore it will be necessary to secure a P.O. Box in Aspen if you wish to receive mail.*** If you choose to rent a unit at Burlingame, rent in the amount of ***\$267.50*** will be deducted from the first two paychecks of each month. ***This is a mandatory deduction and you will need to fill out a payroll deduction form with your rental paperwork. The total for the month's rent will be \$535.00.*** In the event we have three (3) payroll periods fall in a one (1) month period, deductions will only be taken from the first two (2) paychecks.

Check in time for employee housing is from 8:00am to 4:00pm Monday through Friday. If you are going to arrive in Aspen outside of regular business hours you will need to make special arrangements with us before you arrive. If you do not make arrangements with us in advance or if you arrive after 4:00pm Monday through Friday or on the weekend you will need to make your own arrangements for lodging until regular business hours.

Burlingame has very limited parking and discourages residents from arriving with vehicles. If a resident applies for and receives a parking space there is an additional \$75.00 per month parking fee. Burlingame also charges a \$75.00 fee for lost or unreturned keys. The \$75.00 fee will be deducted from your damage deposit by RFTA if not paid to Burlingame. A form must be filled out upon renting the unit regarding these and any other fees associated with renting a Burlingame unit.

Burlingame housing employs a housekeeping service to clean the apartments after an employee moves out of the unit at the rate of \$21.00 per hour. If one person moves out of a 2 bedroom unit we will have it inspected and then half of the unit cleaned if necessary. The cost of this will be deducted from that tenant's damage deposit. The management at Burlingame has a very high cleaning standard to ensure the units remain in good condition. Please see the attached Burlingame cleaning requirements.

Burlingame units will be filled as employees arrive and roommates will be assigned by RFTA. Men will be roomed with men and women with women unless both parties agree to other arrangements. You may only change rooms during the season with the express consent of both the RFTA Property Manager and the Burlingame Property Manager and ***ONLY*** if there is space available in another unit. ***Roommates are expected to work together to negotiate a workable living situation. RESPECT for each other is not only REQUESTED but REQUIRED.***

ABSOLUTELY NO PETS OR SMOKING ARE ALLOWED IN THE BURLINGAME UNITS.

Additional provisions regarding rental units at Burlingame are listed in the two bedroom lease summary which will be included in your rental packet. There is a move-in checklist to be filled out by the employee, community rules to be adhered to and employees must work a minimum of 38 hours per week in order to be considered for employee housing,

If you have any questions regarding housing please feel free to contact me and I will do my best to answer them. My phone number is 970 384-4982.

Best regards,

Angela M. Kincade
RFTA Property Manager