



## WINTER 2018 RESORT GROUP EMPLOYEE HOUSING PROCEDURE

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

**STEP 2: CHOOSE ROOM TYPE\***

- PRIVATE ROOM**      \$900/MONTH until April 15. (ONE RG employee in room with any non-employee or single – DOUBLE OCCUPANCY MAX)
- KING BED**       **2 QUEEN BEDS**
- DOUBLE OCCUPANCY**      \$450/MONTH PER EMPLOYEE – bedding varies, one bed per employee (3 employees per room).

**STEP 3: 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](mailto:work@resortgroup.com)

Living Style:

- Morning Person       Late-Night Person  
 Very Tidy       Moderately Organized       Very Messy

Gender \_\_\_\_\_ Age \_\_\_\_\_ Emergency Contact Name/Number: \_\_\_\_\_

*Your deposit, which 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 rent is due at check-in. If you sent \$200 to secure your bed, this will be applied to your first month's rent. Rents may not be pro-rated based on arrival date. Future rent payments will be made via payroll deductions on a biweekly basis. Please read and sign the *Employee Housing Rent: Authorization for Payroll Deductions* agreement. HR/Payroll will provide you the form.

**STEP 4: LIST YOUR ROOMMATE REQUEST (please list even if you chose to rent a full room; room type not guaranteed)**

1<sup>st</sup> Choice Roommate Request \_\_\_\_\_

2<sup>nd</sup> 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 5: 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](mailto:housing@resortgroup.com)

Money order or check payable to: **MR Realty**  
Mail Deposit to: **2150 Resort Drive, Suite 200**  
**Steamboat Springs, CO 80487**

\* Room Types and 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.