



Chula Vista Resort
Employee
Housing
Complex Information
&
Contract Application
Form

Temporary (Seasonal) & Year-Round Housing

Your Informational Guide to Housing
Rate & Payment Information
Accommodations and Amenities
Rules, Regulations, and Policy Guidelines
Housing Application & Contract

TENANT RESPONSIBILITIES AND EXPECTATIONS/CONDITIONS OF CONTRACT

Landlord Responsibilities

Initials _____ The landlord responsibilities are the following: Rooms will be provided with working appliances, electricity, winter heat, bathrooms, hot and cold running water, beds, general trash receptacles, regular maintenance in the room and around the perimeter of the building, snow removal for parking lots, and general maintenance of items due to routine wear and tear. Any items which are damaged from neglect, excessive wear and tear, misuse or abuse will be charged to the tenant at the replacement costs.

Rooms will be inspected prior to every new arrival and prior to each tenant's departure. A room condition report and file will be maintained for each room unit. (ie. Pest control, sanitation, furniture and appliance, carpet and wall conditions, etc) A complete listing of maintenance items will be maintained for each lodging unit in the housing coordinator's office. This listing may include professional communications certifying work which has been completed in each unit.

Tennant Responsibilities

Tenants (employees of Chula Vista) living in Chula Vista housing are responsible to maintain appropriate hygiene and sanitary practices. For example: garbage shall be removed daily from each rental unit to the common area receptacles provided in each parking areas, carpet and bath room cleaning is expected at a minimum weekly. (Land lord will supply chemicals and vacuums for these weekly cleanings located at the human resources offices for staff use). Please wash your bedding weekly in the commercial washer and dryers provided in the common area of building 8. (Bedding should be washed in hot water and dried in dryers on high heat settings.) These cleanliness practices will help deter possible infestations or disease which can spread due to improper care (ie. Scabies, lice, bed bugs, roaches, ticks, wasps, bees, hornets, spiders etc.). Tennant agrees to keep their unit door closed to keep their personal belongings safe and to deter insects/rodents from entering the units.

Initials _____ Chula Vista inspects rooms prior to check in and check out of occupants and remedies issues at these times. Any excessive damages and/or infestations not notated prior to check-in are the responsibility of the tenant. Tenants agree to the financial responsibility of these items. Only professional service contractors or Chula Vista maintenance personnel are allowed to make repairs, apply chemical treatments or painting of the rooming facilities. (Plunging of toilets is allowed by the tenants). Professional recommendations and solutions to problems created by the tenant will be administered and decided upon by Chula Vista management and will be reviewed with the tenant of the unit prior to the service.

It is each tenant's responsibility to communicate in a timely fashion with the housing coordinator about any major and minor issues related to the lodging units or room mate

pairings. Complaints by roommates of in room problems will mandate an inspection by Chula Vista, and where applicable, professional contractors can be hired to make corrections. The moving or changing of rooming assignments to resolve complaint issues must be with permission of Chula Vista only. Tennants can not move into units not assigned to them without written permission.

Authorized Tenants & Guests

- ☞ Housing is for Chula Vista Resort employees. Tenants must be bona fide active employees of Chula Vista Resort who are unmarried, at least 18 years of age or older and be employed at least 20 hours per week or more during the duration of their seasonal work offer. Employees must remain in good standing with their employment contract to obtain housing benefits.
- ☞ Overnight guests or cohabitation of visitors in the complex are not allowed unless management has given written approval to the tenant. Local fire codes require management to list unit occupants.
- ☞ Loitering in the complex by non-residents and/or non-employees is not allowed.
- ☞ Guests during normal business hours are typically allowed without management approval but for your own safety and protection we encourage you to register guests that may visit your complex. Your housing director or authorized management will be monitoring activity via a list of registered residents and vehicles. All vehicles must display a parking pass which may be purchased from the housing director. Any unregistered vehicles will be towed at the owner's expense.
- ☞ Guests who are approved by management for visitation must behave in a respectful manner. If a tenant fails to gain approval for allowing guests into the complex, those guests will be asked to leave the premises by authorized management and will be considered trespassing on Chula Vista property. A photo ID must be presented at the request of any staff member, supervisor, or manager of any guest not living within the complex. The tenant/residents of the room are responsible for the actions and behavior of their guests and are subject to the same rules as any tenant in the complex.

Arrival & check in procedure

- ☞ New residents are required to complete a housing contract and complete all necessary paperwork including but not limited to pre-occupancy inspection, initial unit condition understanding and unit inventory of provided items. New tenants are also subject to a criminal background check.
- ☞ All rooms will have documentation on file in the HR office certifying that the room as been thoroughly inspected.

Occupancy

- ☞ All housing is double/triple/quad occupancy based. Which indicates that our rooms will sleep two (2), three (3), four (4), and in some rooms (6) people. Therefore, you **WILL** have (a) roommate(s). **SUBLETTING IS NOT ALLOWED.**
- ☞ Wisconsin Statutes provide that we have a record of each room occupant. To maintain accurate records, changes in room occupancy/roommates must be processed with the housing coordinator. You are financially liable for the room number on record in the

housing office.

Keys & Personal Belongings

Initials

- ☞ All residents will be issued ONE key per tenant to the unit. Replacements are available at a rate of \$50 per key. The resident/tenant, who loses their key, will also be responsible for the replacement and purchase of keys for the other tenants in the room.
- ☞ Keep the door locked when you leave. Chula Vista will not be held accountable or liable for theft, loss, or damage of any personal property kept in or around the complex.
- ☞ Tenants should keep in mind that securing and locking your door should be your most important priority and responsibility for your safety, the safety of your roommates, and other tenants living in the complex.
- ☞ Tenants must be aware that more than 100 individuals will be living in the housing complex; we encourage tenants not to bring valuables or other items of sentimental value that are not needed.
- ☞ Local Banks within the community provide safe deposit boxes for those items. We also highly recommend tenants open a savings account to keep their money safe & not left within the complex open and exposed.
- ☞ Note that the theft of items from any employee complex room will be reported to the local police authority. You are responsible for your own safety within employee housing, Chula Vista Resort is not responsible for lost or stolen items. Be conscious and responsible for your own independence and safety while you are living and working here.
- ☞ Theft of products or services of any kind from the resort grounds and/or housing complex will result in termination of your employment and housing agreement with no refunds of security deposit and/or program fees.

Curfews/Pets/Alcohol/Drug/Weapons

- ☞ There will be a 10:00 PM Curfew and Courtesy Hour. No loud noises, parties, or other disruptive activities will be permitted after this hour in consideration of Chula Vista Resort guests and fellow residents. We expect you to respect others in employee housing & to create a responsible living environment. All employees in the complex will be working different shifts and different hours...respect for sleeping times and relaxation periods in the complex will be appreciated and expected.
- ☞ Note that if there are disturbances, the police and local authorities may be called by any member of management, staff employee, or other tenant within the complex to handle the situation. If you are jailed because of a disturbance or damage you have caused to the complex, you will be terminated from your employment and will be asked to vacate the premises immediately.
- ☞ No pets or animals of any kind are allowed in the Chula Vista Housing Complex- there are no exceptions. If a tenant has an animal of any kind, the owner and pet will be evicted from the complex and subject to termination from Chula Vista.
- ☞ The Chula Vista Housing Complex is a DRUG FREE ENVIRONMENT. Getting caught with illegal drugs or illegal drug paraphernalia in the complex will result in eviction from housing, termination of employment with Chula Vista Resort, and forfeiture of

- ☞ Please note that State & Federal laws are strict in the United States. Any tenant caught by law enforcement officials drinking alcohol under the age of 21 in the employee complex will be subject to arrest and termination of their employment & housing contract without refund of any money paid for rent or program fee.
- ☞ Possession of any type of firearm, ammunition, air powered gun, bow, cross-bow, arrows, slingshots, knives (whose purpose & design is for anything other than cooking or eating), blow guns, or similar devices that could be used as a weapon is strictly prohibited in the complex. Any violation will result in immediate eviction, loss of program fees and termination of employment with Chula Vista Resort.

In-Room & Common area amenities (available to housing residents only)

- ☞ Coin operated phone service is available at the resort. We encourage tenants to utilize phone cards at these pay phones.
- ☞ Washers & dryers are located in the employee housing common area & are available for use for a small fee.
- ☞ Wireless internet and televisions are available in each room and included with your rent
- ☞ Most (not all) rooms are equipped with a full sized stove/oven & apartment sized refrigerator. NEVER leave unattended items cooking on the stove or baking in the oven. This type of irresponsible action could cause personal injury as well as damage to rooms. Also, heating elements and appliances with (hot) open coils are not allowed in the rooms due to the fire hazard potential.
- ☞ The tenant is responsible for purchasing their own personal hygiene/cleaning items for example soap, shampoo, garbage bags, toilet paper, and cleaning supplies. Linens are provided in the cost of the rent for each person. Each tenant is responsible for laundering their own linens & clothing.
- ☞ Any other appliances and essential items that a tenant may need for personal use must be purchased on their own. For example, hair dryers and irons are personal items that are not provided. All other appliances should be approved by management so it does not cause a hazard potential to tenants or damage to the housing complex property or rooms. The resort does not provide tenants with kitchen appliances.
- ☞ Daily mail service will be provided through the resort. Mailboxes and mail can be received by the employee in the Housing Office. Outgoing mail is available through our Group Sales and Administrative office for a minimal fee. Parcel packages may also be sent outside of the resort for a small fee via the US Postal Service or UPS for a minimal fee. Fed Express service is also available from the resort. Tenants in the complex may receive mail at the resort through the following address:
 - Name of the Tenant / Employee
 - C/O Chula Vista Resort
 - Employee Housing Complex - Room # _____
 - PO BOX 30 2501 River Rd.
 - Wisconsin Dells, WI 53965
- ☞ The housing complex and the use of recreational facilities, laundry facilities, internet access and any other employee areas among the resort complex are for employees only.

Energy conservation & recycling

☞ Heating and Air Conditioning is provided in the rooms at no extra charge as long as energy conservation methods are followed. While operating the heating and air conditioning units, all windows and doors must remain closed. If units are running with windows/doors open an additional energy surcharge will be assessed to your weekly housing rental.

Initials

☞ Chula Vista Resort supplies trash and recycling receptacles and dumpsters. It is expected that tenants will utilize the proper receptacles and support our efforts to be more "green" and to maintain an acceptable campus. Tenants found to be not depositing trash in the appropriate dumpsters will be counseled appropriately, not excluding termination and/or fines.

Initials

☞ Garbage dumpsters and recycling bins are provided in the common areas. Tenants are expected to recycle & separate trash as required by our local sanitation vendors. Cardboard / plastic / aluminum / trash must be place in the proper areas. Tenants not following this guideline will be assessed an additional trash clean up fee.

Room & common area inspections & cleaning guidelines

☞ Inspections will be made once or possibly twice per week by authorized management for damages and to observe health, fire, and safety codes issued and mandated by state and federal law.

Initials

☞ We have **high cleaning standards**. We expect to see clean rooms throughout your entire housing stay. If the inspector gives you either a verbal or written warning, it means you are expected to have the room up to standards by the next inspection (which may or not be pre scheduled). If the room fails inspection the second time, a **\$200 cleaning fee will be charged, divided equally per occupant & deducted from the next payroll check.**

- ☞ Residents MAY NOT:
 - ✓ Alter or redecorate the unit (room).
 - ✓ Move furniture from one room to another and/or move furniture outside.
 - ✓ Residents shall not use nails, screws or apply other fasteners on or into any of the walls, ceilings, floors or woodwork: thumbtacks may be used to hang posters/pictures.
 - ✓ Nothing is to be attached or affixed to the exterior of the buildings.

Initials

☞ Common Area Damage and/or cleaning fees/fines will be assessed should any or a number of employees damage or pollute the complex area. By signing the housing contract, all tenants agree to these responsibilities, fines, and fees to be assessed and be taken via payroll deductions. Authorized management will provide detailed information and warnings if the upkeep of the common area or rooms is not meeting standards for cleanliness and damage assessments.

Check out/Eviction

☞ Chula Vista employee housing units are expected to be left in the same condition that it was when the employee moved into the complex. ALL personal and food items MUST BE properly disposed of in the entire complex and each individual unit. If you leave anything behind, it is subject to be removed and thrown into the disposal containers (dumpsters). Carpets are to be vacuumed, bathrooms & kitchens must be clean, and the

- ☞ If there are cleaning or repairs needed to the unit you reside in when you leave, you will be charged accordingly. This may give the opportunity for you to lose your housing privileges in the future. This can include the following:
 - ✓ Broken windows, screens, furniture, fixtures, etc.
 - ✓ Drawing, writing, or painting on walls, door frames, bed posts, furniture, etc.
 - ✓ Badly stained carpet - Missing furniture or drapery.
- ☞ If a resident is absent from the premises for three or more successive days without notifying management in writing of such absence, Chula Vista Resort will assume the room has been abandoned.
- ☞ If the tenant leaves or is asked to leave the employment of Chula Vista Resort, he or she must IMMEDIATELY vacate his/her housing. A tenant and all personal possessions must be out no later than 24 hours after the time an employee is asked to leave.
- ☞ Once a tenant is living in the Chula Vista Housing Complex, no refunds will be given for rent that has already been paid.

Landlord rights

- ☞ Landlords (authorized management & owners of Chula Vista) or housing directors may, at any time, with or without notice, cause, or reason, enter into any guest room within the employee housing complex and have the rights for such entry due to safety, housekeeping purposes, security, fire and health codes, and for any necessary or reasonable inspections or investigations into housing policy violations.
- ☞ Landlords again have the right to change, add, delete, modify, housing contract guidelines or housing policies and procedures at any time. Landlords will make every reasonable attempt to inform tenants of these changes prior to their effective date through company notices or memorandums. It is ultimately the tenants' responsibility to understand and be aware of those changes in housing policy and procedure and the contract guidelines at all times.

BREACH OF AGREEMENT & TERMS OF CONTRACT

If a tenant neglects or fails to perform and observe any of the terms of this agreement, Chula Vista Resort shall give the tenant written notice of such breach requiring the tenant to remedy the breach or vacate the premises. As a result of a continuing breach, Chula Vista Resort may declare this resident terminated and institute action to expel the tenant from the premises without limiting the liability of the tenant for the rent due or to become due under this agreement.

If the tenant has been given such a notice and has remedied the breach or been permitted to remain in the premises, and the tenant commits a similar breach, this agreement may be terminated. Management and housing authorities have the right to determine special circumstances and situations.

By signing the housing contract and housing application packet, you the tenant, agree to all conditions, policies, and procedures stated in the application and contract guidelines. You

also agree by signing the contract and application that all monies due for rent, fines, fees, and/or deposits you are assessed will be taken as payroll deduction unless otherwise specified. You also agree that by signing the contract and application, you are responsible for keeping all areas in and around the employee complex clean & free of unsafe objects, garbage or debris. Finally, by signing this agreement, you as the tenant have been made fully aware of all contract rules, policies, and procedures. It is your responsibility to be aware & fully compliant of any changes, additions, modifications, or deletions that occur to the housing contract or housing policy and procedure during your active living status in the complex.

Date Contracts/Policies Last Amended:

August 27, 2001
April 1, 2002
April 1, 2003
April 27, 2006
November 06, 2006
March 9, 2007
November 14, 2008
February 6, 2009
November 1, 2010



Chula Vista Resort Employee Housing Rental Contract

Name of Tenant _____ Room # _____

Today's Date ____/____/____ Anticipated Move in Date ____/____/____

Permanent Home Mailing Address _____

Cellular Phone Number () _____ E-Mail Address: _____

Estimated Date of Entry (MOVE-IN) into the complex ____/____/____

Estimated Date of Exit (MOVE-OUT) from the complex ____/____/____

If you have a roommate preference please list names of roommates:

1st Roommate Choice _____ 2nd Roommate Choice _____

Please check one of the following:

_____ I am in need of temporary (seasonal) housing in the complex & am not declaring permanent residency in the complex for more than one full calendar year. (\$70/week & \$250 program fee).

_____ I am in need of permanent (year-round) housing and will declare a residency status in the complex and live there more than 6 (six) months in the year. (\$70/week & \$250 program fee).

I will be living in the housing complex for a total of _____ weeks and _____ days in the employee housing complex.

The total cost of rent for the duration of stay in the complex will be calculated as follows:

_____ Number of Weeks in Housing x \$70.00 per week = \$ _____

_____ Number of Days for Partial Weeks in housing x \$10.00 per day = \$ _____

TOTAL COST OF RENT FOR HOUSING DUE \$ _____

*****PLEASE COMPLETE REST OF RENTAL AGREEMENT ON OTHER SIDE. THANK YOU!*****

Housing Contractual Agreement Clause:

I, _____, have been accepted into employment with Chula Vista
(Please print name)

Resort and have been guaranteed a (space) room in the Chula Vista Employee Housing Complex. I have read through, understand, and agree to all of the attached terms, conditions, rules, and guidelines in the housing contract. I also realize that payments for the remaining balance of my total housing cost after any pre-payment will be deducted through payroll deductions and give Chula Vista Resort the authorization to deduct these payments from my bi-weekly payroll checks as explained in the payment portion of the contract. I also realize and agree that any damages and other charges incurred through housing inspections or common area cleaning or damage fees may also be deducted as payroll deductions until the amount is paid in full. By signing this contract, I also agree that I am ultimately responsible for understanding all contract and housing policy and procedure additions, changes, modifications or deletions during my course of active living in the complex that management has the right to administer and enforce.

Please check one:

____ I fully agree and understand to the terms and conditions of this rental contract for Chula Vista housing
____ I do not agree with the terms and conditions of this rental contract for Chula Vista housing

Signature of Resident (Employee) _____ Date ____/____/____

Chula Vista Resort Representative _____ Date ____/____/____

HR OFFICE USE ONLY:

Date Contract Received in HR: ____/____/____ Authorized Signature: _____

Room Number Issued - Room # _____

\$250 Program Fee Received? ____ YES ____ NO Date Received ____/____/____

\$250 program Fee Paid By? ____ CASH ____ CHECK (List Check Number _____)

Tenant Payment option:

_____ Prepayment Option with Employee Meal Punch Card (Punch card value is \$150)
(Pre-payment is non-refundable)

_____ Payment via Regular Weekly Payment Plan Through Payroll Deduction
Date of 1ST Payroll Deduction ____/____/____

_____ Other Payment Option
Please describe: _____

Other Office Use Notes: