**HomeTrek Steps for Seasonal Rental Qualifications**

You must be approved by the Aspen Pitkin County Housing Authority (APCHA) prior to move in.

* Create an account by clicking the SIGN IN button and choose NOT A MEMBER. You will receive an email to create a password.
* Click the RENT/APPLY tab on top, choose RENT A UNIT
* For BURLINGAME, MAROLT, HEATHERBED OR HOLIDAY HOUSE click SEASONAL, enter property name and address.
* For ASPEN HIGHLANDS VILLAGE, ULLR or CORTINA, choose NON-APCHA, enter property name and address. \*\*\*You will have to call **970-920-5259** to have staff switch Long-Term Application to Seasonal, otherwise you will be charged $50 instead of the seasonal $35 fee.
* Click the VIEW/APPLY button, then the APPLY button, go to the CHECK ELIGIBILITY button on the bottom and select SEASONAL and answer questions.



* Choose INDIVIDUAL.
* Enter work history and/or upcoming employer and start date. If not able to find employer under Business Account, please put employer name in Notes.
* Next is the APPLICATION section. You must select SEASONAL APPLICATION otherwise, you will be charged $50 instead of the seasonal $35 fee.

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Graphical user interface, application

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Help Desk: [HomeTrekSupport@cityofaspen.com](mailto:HomeTrekSupport@cityofaspen.com) or 970-920-5259

Help Desk Hours: Monday-Friday 7:30AM – 4:30PM