



Fully Furnished Apartments

A Home Away from Home

Check -in and Check-out Procedures for State Department Guests at the Instrata at Pentagon City

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments at the Instrata at Pentagon City. We are located in Pentagon City and our address is: 901 15th Street South, Arlington, VA 22202. Our property featuring close Metro access, superb amenities, and elegant furnishings. Below are some important details regarding your stay at Executive Apartments.

Community: The Instrata at Pentagon City

Address: 901 15th Street South, Arlington, VA 22202

EAI Contact Information:

- **Reservations:** 800-525-0155, Option 1
Email: dosreservations@executiveapartmentsusa.com
- **Customer Support:** 800-525-0155, Option 2
Email: doscustomersupport@executiveapartmentsusa.com

Check-In:

- **Check-in time:** 4:00 pm. Your reservation will be guaranteed up until 11:00 am the following day.
- **Key Pick-up Info:** Your keys will be available to pick-up at the 24-hour front desk of the **Instrata at Pentagon City**: 901 15th Street South, Arlington, VA 22202. Please notify the front desk representative that you are checking in with Executive Apartments for State Department. Provide your name and Identification Card for verification.
 - **Front Desk Hours:** 24/7

Check-out:

- **Check-out time:** 11:00 am
- At check-out, please return all issued key(s), building access card(s), garage remote(s), and parking hang tag(s) in the provided envelope and return to the front desk. You will receive a check out envelope 24-hours prior to your departure date. *Any missing items will be assessed a replacement fee.*

Early Check-ins / Late Check-outs: Please contact Executive Apartments Customer Support Manager by 5:00 pm the day prior to your arrival to request an early check-in or a late check-out. *See Executive Apartments contact information listed above.*

Parking: Please adhere to all parking rules and regulations at the Instrata at Pentagon City. If you require parking, one complimentary parking space is included. A numbered hang tag for P2 levels will be included in your check-in envelope.

- Parking is not authorized on the P1 Level. **DoS Clients must park on the P2 level.** Please display your parking hang tag on your rear-view mirror. Executive Apartments is not responsible for towing fees.

At check-out, please remember to return your parking hang-tag in the provided check-out envelope. There is a \$300.00 replacement fee for missing parking hang tags.

Wireless Internet: Each apartment features a wireless internet connection. Log-in instructions will be displayed in each apartment.

For additional information, please refer to our website at: <https://executiveapartmentsusa.com/state-department>

We strive to ensure you have a great experience with Executive Apartments. If you have any questions, please contact us at: 800-525-0155, Option 2. You can also email us anytime at: doscustomersupport@executiveapartmentsusa.com.