



Fully Furnished Apartments

A Home Away from Home

### Check-in and Check-out Procedures for State Department Guests at the Sedona / Slate Apartments

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Sedona / Slate Apartments. We are located in Rosslyn and our address is: 1510 / 1530 Clarendon Blvd, Arlington, VA 22209. This community features modern appointed apartments and is in walking distance to the Rosslyn Metro Station and FSI Shuttle. Below are some important details regarding your stay with Executive Apartments to ensure you a comfortable and convenient stay.

#### Sedona / Slate Apartments

- 1510 / 1530 Clarendon Blvd, Arlington, VA 22209

#### EAI Contact Information:

- **Reservations:** 800-525-0155, Option 1  
**Email:** [dosreservations@executiveapartmentsusa.com](mailto:dosreservations@executiveapartmentsusa.com)
- **Customer Support:** 800-525-0155, Option 2  
**Email:** [doscustomersupport@executiveapartmentsusa.com](mailto: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 at the Sedona Building, 1510 Clarendon Blvd, Arlington, VA 22209. Please notify the front desk representative that you are checking in with Executive Apartments for the State Department. Provide your name and Identification Card for verification.

#### 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 the 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 by the Sedona / Slate. You may park on any level, as long as the parking space is not designated as reserved or handicapped. If you require parking, one complimentary parking space is included. Please display the visor tag on your vehicles driver's side visor. To enter the garage please approach the entry point and the visor tag will trigger the garage door / gate to open.

Vehicles in the garage must be parked appropriately at all times in the designated section. Please make sure to display the provided hang tag on your vehicles rear-view mirror at all times when parking in the garage. The community strictly enforces towing; Executive Apartments is not responsible for towing fees.

**At check-out, please remember to return the fob and parking hang tag in the provided check-out envelope. There is a \$300.00 replacement fee for fobs and a \$100.00 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](mailto:doscustomersupport@executiveapartmentsusa.com)