



Fully Furnished Apartments

A Home Away from Home

Check -in and Check-out Procedures for State Department Guests at Tellus Apartments

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Tellus Apartments. We are located in Rosslyn and our address is: 2009 14th Street North, Arlington, VA 22201. Below are some important details regarding your stay with Executive Apartments.

Community: Tellus Apartments

Address: 2009 14th Street North, Arlington, VA 22201

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 at 2009 14th Street North, Arlington, VA 22201. 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/building fobs, garage remotes, and parking hang tags 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 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 regulations of Tellus Apartments. The entire garage is reserved. You will be issued a reserved parking slot which is annotated on your parking hang tag. Please only park in your designated parking spot and display your parking hang tag on your vehicle mirror when parking inside the Tellus garage. If you require parking, please notify our office and we will provide one complimentary parking hang tag. When entering Tellus Apartments, press the large grey button on the right on the garage remote to open the main exterior gate, Gates open automatically when exiting the garage. Any vehicle found not parked in there designated parking spot or parking hang tag clearly displayed on vehicle mirror will be immediately towed. Executive Apartments is not responsible for any towing fees.

At check-out, please remember to return the garage remote and parking hang tag in the provided check-out envelope. The replacement fee for the electronic door key, parking permit, and garage remote is \$150 each.

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: 800-515-0155, Option 2. You can also email us anytime at: doscustomersupport@executiveapartmentsusa.com