



Fully Furnished Apartments

A Home Away from Home

Check -in and Check-out Procedures for State Department Guests at The Bartlett

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called The Bartlett. We are located in Pentagon City and our address is: 520 12th Street South, Arlington, VA 22202. The Bartlett is a 'a city within a city' with more than 40,000 square feet of resort-inspired indoor and outdoor amenity space, plus easy access to stores, restaurants, Metro and the surrounding Pentagon City area. Below are some important details regarding your stay with Executive Apartments.

Community: The Bartlett

Address: 520 12th 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 at 520 12th 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/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 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 regulations of The Bartlett. You are authorized to park in non-reserved parking. If you require parking, please notify our office and we will provide one complimentary parking hang tag. Please display the provided parking hang tag on the rearview mirror of your vehicle at all times. Any vehicle found with improper hang tag on mirror will be subject to towing. 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: 800-525-0155, Option 2. You can also email us anytime at: doscustomersupport@executiveapartmentsusa.com