



Fully Furnished Apartments

A Home Away from Home

Check-in and Check-out Procedures for State Department Guests at the Parc Rosslyn

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Parc Rosslyn. We are located in Rosslyn: 1531 North Pierce Street, Arlington, VA. Convenient to dining, nightlife, and shopping, our community features a variety of modern amenities to include rooftop pool, and business center. Below are some important details regarding your stay with Executive Apartments.

Community: Parc Rosslyn

Address: 1531 N. Pierce St, Arlington, VA 22209

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 front concierge desk at Parc Rosslyn (1531 N. Pierce Street, Arlington, VA 22209).
 - Please notify the front desk representative that you are checking in with Executive Apartments. 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:** 9:00 am to 1:00 am.

Check-out:

- **Check-out time:** 11:00 am
- At check-out, please return all issued key(s), building/garage access fob(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 regulations of Parc Rosslyn. You may park on P1 and P2 levels in any unreserved space. Your parking hang tag color corresponds to the level in the garage you are authorized to park in. Some hang tags may be colored coded for the P3 level only. All tandem spots in the interior middle section of the garage are reserved. Do not park in these slots. When entering or leaving the Parc Rosslyn garage, please swipe the provided fob at gate. Vehicles in the Parc Rosslyn garage must be parked in authorized areas. Please display the provided parking hang tag on the rear-view 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 building/garage access fob and parking hang tag in the provided check-out envelope. There is a \$100.00 replacement fee for missing 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