



Fully Furnished Apartments

A Home Away from Home

### Check -in and Check-out Procedures for State Department Guests at the Millennium at Metropolitan Park.

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments at the **Millennium at Metropolitan Park**. **Millennium** is a beautiful property featuring close Metro access, superb amenities, and elegant furnishings. Below are some important details regarding your stay at Executive Apartments to ensure you a comfortable and convenient stay.

#### Community: The Millennium at Metropolitan Park

Address: 1330 S. Fair Street, Arlington, VA 22202

#### 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
- **Key Pick-up Info:** Your keys will be available to pick-up at the 24-hour front desk of the Millennium: 1330 S. Fair Street, Arlington, VA 22202. Please notify the front desk representative that you are checking in with Executive Apartments and give them your name.

#### 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. 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 rules and regulations by the **Millennium**. If you require parking, one complimentary parking space is included. A numbered hang tag for either G1 or G2 levels will be included in your check-in envelope.

- **G1 Level** is reserved parking. Please park in the numbered space designated on your G1 parking hang tag.
- **G2 Level** is unreserved parking. Please park in any non-handicap parking space on the G2 level.

Vehicles in the garage must be parked appropriately at all times and have the hang tag properly displayed on the rear-view mirror in the designated section. The community strictly enforces towing; Executive Apartments Inc. 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](mailto:doscustomersupport@executiveapartmentsusa.com)