



Fully Furnished Apartments

A Home Away from Home

Check -in and Check-out Procedures for State Department Guests at Pearson Square

Welcome State Department Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Pearson Square. We are located in Falls Church and our address is: 410 S Maple Avenue, Falls Church, VA 22046. Convenient to dining, nightlife, and shopping, our community features a variety of modern amenities to include gym and business center. Below are some important details regarding your stay with Executive Apartments.

Community: Pearson Square

Address: 410 S Maple Avenue, Falls Church, VA 22046

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 M-F 7am to 10pm, Sat-Sun 9am to 8pm at the front desk at 410 S Maple Avenue, Falls Church, VA 22046. Please notify the front desk representative that you are checking in with Executive Apartments. Provide your name and Identification Card for verification.
 - **Front Desk Hours:** M-F 7am to 10pm, Sat-sun 9am to 8pm

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 Pearson Square. You are authorized to park in non-reserved parking slots. If you require parking, please notify our office and we will provide one complimentary parking hang tag. When entering Pearson Square, press the large grey button on the right on the garage remote to open the main exterior gate, press the small grey button the left to open the interior gate, and display the provided parking hang tag on the rear-view mirror of your vehicle at all times. Gates open automatically when exiting the garage. 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