

### Check -in and Check-out Procedures for Executive Apartments Guests at Andover House

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Andover House. We are located in Washington, DC and our address is: 1200 14th Street NW, Washington, DC 20005. Andover House offers an ideal location, with a myriad of shops and restaurants to explore. Below are some important details regarding your stay with Executive Apartments.

#### Community: Andover House

**Address: 1200 14th Street NW, Washington, DC 20005**

#### EAI Contact Information:

- **Toll-Free Phone:** 800-525-0155
- **Emergency After Hours Phone:** 703-418-1333

#### 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:** An access code for the apartment will be sent to you a day prior your arrival and you will go directly to the Apartment. Your mailbox keys and FOB will be available in the apartment at the kitchen counter.
- **Front Desk Hours: 24/7**, please contact 800-525-0155.

#### Check-out:

- **Check-out time:** 11:00 am.
- At check-out, please return all issued keys and building fobs, 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:** Executive Apartments does not provide parking for any of the DC Properties.

**At check-out, please remember to return apartment key, building fob or any other item issued on arrival in the provided check-out envelope. For any missing items there will be assessed replacement fee.**

**Wireless Internet:** Each apartment features a wireless internet connection. Log-in instructions will be displayed in each apartment.

For additional information, please refer to the information binder provided in your apartment. This should answer most questions on cable TV instructions, how to handle maintenance issues, amenities offered, and details about the local area.

**We strive to ensure you have a great experience with Executive Apartments. If you have any questions, please contact us at: 800-525-0155.**