

Check -in and Check-out Procedures for Executive Apartments Guests at the Instrata

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments at the **Instrata**. The **Instrata** 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: Instrata

Address: 901 15th Street South, Arlington, VA 22202

EAI Contact Information:

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

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 **Instrata**: 901 15th Street South, 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 **Instrata**. If you require parking, one complimentary parking space is included. A numbered hang tag for either **P1** or **P2** levels will be included in your check-in envelope.

- **P1 Level** is reserved parking. Please park in the numbered space designated on your P1 parking hang tag.
- **P2 Level** is unreserved parking. Please park in any non-handicap parking space on the P2 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 is **not** responsible for towing fees.

At check-out, please remember to return your parking hang-tag 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.