

Check-in and Check-out Procedures for Executive Apartments Guests at the Madison at Ballston Station

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments at the **Madison at Ballston Station**. The **Madison** is a beautiful community located in Arlington's Ballston neighborhood and is convenient to dining, nightlife, and shopping. This community features a variety of updated amenities and modern finishes. Below are some important details regarding your stay with Executive Apartments to ensure you a comfortable and convenient stay.

Madison at Ballston Station: 4400/4401 4th Street N, Arlington, VA 22203

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:** Your keys will be available to pick-up at the front desk at the **Madison, 4401 or 4400 4th Street N, Arlington, VA 22203**. Please notify the front desk representative that you are checking in with Executive Apartments and provide your name.
- **Front Desk Hours:** Fri – Sat 9:00 am to 2:00 am & Thu – Sun 9:00 am to 12:00 am. In case of any problem call **Executive Apartments**.

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 at 4401 or 4400 4th Street N. *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 list above.*

Parking: Please adhere to all parking rules and regulations by the **Madison**. You may park on any level, as long as the parking space is not designated as reserved or handicapped. If you require parking, one complimentary parking space is included. Vehicles in the garage must be parked appropriately at all times in the designated section. Please make sure to display the provided parking hang tag on the rearview mirror of your vehicle at all times when parking in the garage. The community strictly enforces towing; Executive Apartments is **not** responsible for towing fees.

Please swipe the provided fob at gate when entering and leaving the garage.

At check-out, please remember to return the building/garage access fob and 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 informational binder to access information such as 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.