

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

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Newseum. We are located in Washington, D.C. and our address is: 565 Pennsylvania Avenue NW, Washington, DC 20001. Convenient to dining, nightlife, and shopping. Our community features a variety of modern amenities to include gym, business center and great views of DC. Below are some important details regarding your stay with Executive Apartments.

#### Community: Newseum

Address: 565 Pennsylvania Avenue NW, Washington, DC 20001

#### 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 24-hour front desk at 565 Pennsylvania Avenue NW, Washington, DC 20001. Please notify the front desk representative that you are checking in with Executive Apartments and provide your name.
- **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.**