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## Check-in and Check-out Procedures for Executive Apartments Guests at the Sedona / Slate Apartments

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments at the **Sedona / Slate Apartments**. The **Sedona / Slate Apartments** are conveniently located in the heart of Rosslyn and offers both convenience and urban living. This community features modern appointed apartments and is in walking distance to the Rosslyn Metro Station and FSI Shuttle. Below are some important details regarding your stay with Executive Apartments to ensure you a comfortable and convenient stay.

### Sedona / Slate Apartments

- 1510 / 1530 Clarendon Blvd, Arlington, VA 22209

### 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 the **Sedona Building, 1510 Clarendon Blvd, Arlington, VA 22209**. 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 list above.*

**Parking:** Please adhere to all parking rules and regulations by the **Sedona / Slate**. 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.

**Please display the parking tag on your vehicles driver's side visor. To enter the garage please approach the entry point and the visor tag will trigger the garage door / gate to open.**

Vehicles in the garage must be parked appropriately at all times in the designated section. Please make sure to display the provided hang tag on your vehicles rear-view mirror at all times when parking in the garage. The community strictly enforces towing; Executive Apartments is **not** responsible for towing fees.

**At check-out, please remember to return the 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.**