

Check-in and Check-out Procedures for Executive Apartments Guests at Tellus

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called Tellus. We are located in Rosslyn and our address is: 2009 14th Street North, Arlington, VA 22201. 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: Tellus

Address: 2009 14th Street North, Arlington, VA 22201

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 2009 14th Street North, Arlington, VA 22201. 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 866-267-1883.

Check-out:

- **Check-out time:** 11:00 am.
- At check-out, please return all issued key/building fobs, garage remotes, and parking hang tags 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 regulations of **Tellus**. You are authorized to park in non-reserved parking slots in any space marked residential. If you require parking, please notify our office and we will provide one complimentary parking hang tag. When entering Tellus, press the large grey button on the right on the garage remote to open the main exterior gate, press the small grey button to the left to open the interior gate. Display the provided parking hang tag on the rear-view mirror of your vehicle at all times. Gates open automatically when exiting the garage. Any vehicle found with improper hang tag on mirror will be subject to towing. **Executive Apartments is not responsible for any towing fees.**

At check-out, please remember to return the garage remote 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 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.