

Check-in and Check-out Procedures for Executive Apartments Guests at The Bartlett

Welcome Executive Apartments Guest(s),

We are looking forward to your upcoming stay with Executive Apartments. Our approved community is called The Bartlett. We are located in Pentagon City and our address is: 520 12th Street South, Arlington, VA 22202. The Bartlett is a 'a city within a city' with more than 40,000 square feet of resort-inspired indoor and outdoor amenity space, plus easy access to stores, restaurants, Metro and the surrounding Pentagon City area.

Below are some important details regarding your stay with Executive Apartments.

Community: The Bartlett

Address: 520 12th 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. 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 520 12th Street South, Arlington, VA 22202. 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 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 **The Bartlett**. 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. Please display the provided parking hang tag on the rear-view mirror of your vehicle at all times. 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.