



Flexible, Cost-Effective, Furnished Apartments

Housing Solutions Experts

### Check -in and Check-out Procedures for Commerce Department Guests at 19Nineteen Clarendon

Welcome Commerce Department Guest(s),

We are looking forward to your upcoming stay with BOQ Lodging. Our approved community is called 19Nineteen Clarendon. We are located in Rosslyn and our address is: 1919 Clarendon Blvd, 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 BOQ Lodging.

#### Community: 19Nineteen Clarendon

Address: 1919 Clarendon Blvd, Arlington, VA 22201

#### BOQ Contact Information:

- **Toll-Free Phone:** 866-267-1883
- **Emergency After Hours Phone:** 866-267-1883
- **Email:** docservice@boqlodging.com

#### 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 1919 Clarendon Blvd, Arlington, VA 22201. Please notify the front desk representative that you are checking in with BOQ Lodging 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 BOQ Lodging by 5:00 pm the day prior to your arrival to request an early check-in or a late check-out. *See BOQ Lodging contact information listed above.*

**Parking:** Please adhere to all parking regulations of **19Nineteen Clarendon**. 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 19Nineteen Clarendon, press the large grey button on the right on the garage remote to open the main exterior gate, press the small grey button the left to open the interior gate, and 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. **BOQ Lodging 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. The replacement fee for the electronic door key, parking permit, and garage remote is \$150 each.**

**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 BOQ Lodging. If you have any questions, please contact us at: 866-267-1883. You can also email us anytime at: [docservice@boqlodging.com](mailto:docservice@boqlodging.com).**



Contract #  
GS-33F-0010V

For reservations go to [www.boqlodging.com](http://www.boqlodging.com)  
or call us toll-free at 800-BOQ-1159

Corporate • Government/Military • Vacation