



To ensure our guests are provided with everything essential to their stay and to maintain brand consistency, below is a list of the materials that are mandatory and should be placed in each apartment. Please inspect units regularly to make sure all of the items listed are current, in good condition and present at all times.

MANDATORY ITEMS

- Guest Information Guide
- Customer Service Refrigerator Magnet
- Memo Pad
- ExecuStay Pen
- Welcome Card
- Internet Tent Card
- No Smoking Tent Card
- Folder
- Express Check-Out Key Return Envelope
- Housekeeping Information Sheet
- Local Information Sheet
- Welcome Gift
- Bed Scarf

OPTIONAL / AS-NEEDED ITEMS

- ExecuStay Thermostat Card
- Remote Control User Guide
- No Smoking Refrigerator Magnet
- ExecuStay Keychain

Stay tuned! All of the in-unit materials are currently undergoing some exciting updates and will be available for ordering soon. We'll keep you posted on their availability.