

For those checking in after our 9pm office hour, please follow the **LATE ARRIVAL PROCEDURE** below:

**LATE ARRIVAL PROCESUDRE:**

Your registration packet will be located inside the wall behind the gold mailbox facing the parking lot.

Pull the gold mailbox toward you to open a concealed panel.

Please remove only the envelope with your last name and address.

Keys and directions to your unit are included inside the envelope.

If additional assistance is needed, please use the telephone located inside the concealed panel. A call will be automatically placed to our answering service when handset is picked up.

Our office will re-open at 7am for any additional questions you may have.

Welcome and have an enjoyable stay.