

Fairway

APARTMENTS



LIVE AT
FAIRWAY APARTMENTS

SUBSCRIBE

OFFICE HOURS

10AM TO 5PM MON-FRI
10AM TO 1PM SAT

LEASING OFFICE ADDRESS

1304 PALMER DR. WEST
LAFAYETTE, IN 47906

PHONE NUMBER

(765) 463-3232

Resident Guide

YOU MADE THE RIGHT DECISION!

**NOW IT'S TIME TO MOVE IN
AND HERE'S EVERYTHING YOU
NEED TO KNOW ABOUT FAIRWAY.**

FOLLOW OUR SOCIALS

@fairwayapartmentspurdue



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APPFOLIO APP

EVERYTHING IN ONE PLACE



PAY RENT

Securely pay rent online from anywhere.
Set up autopay so you never miss a beat.



SUBMIT MAINTENANCE REQUESTS

Quickly submit maintenance requests
that go directly into the maintenance
queue.



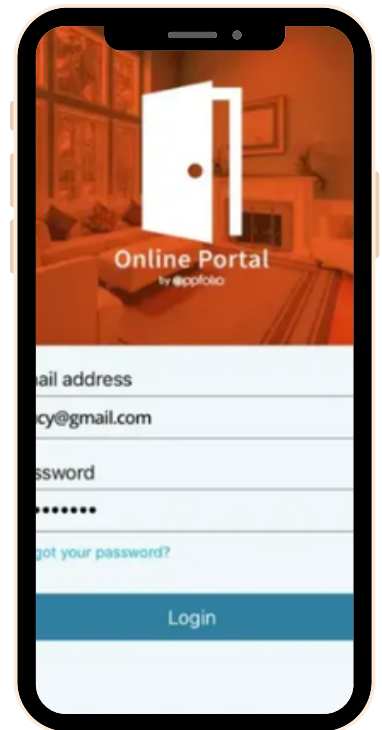
SEAMLESS COMMUNICATION

Send communications to us anytime.



RENTERS INSURANCE

Easily submit proof of renters insurance
coverage or purchase a policy, right from
your portal.



Google Play



Login



Apple Appstore

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UTILITIES

CONTACT BY PHONE

(800) 521-2232



SET UP YOUR ELECTRIC

Our local energy provider is Duke Energy for West Lafayette, IN. You will need to call by phone to set up the electric. After obtaining an account number you can download the app for easy payments.



Apple Appstore

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Google Play

INTERNET

OUR PROVIDER IS

metronet[™]

Each unit is equipped with a router. You can find your password on the back of the black ZyXel routers. If your unit has a white Eero router, you will need to download the Eero app to connect.

Customer Service

Customer service is free to residents. If you have internet issues please contact metronet at
(765) 250-8000

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Fairway offers Valet Trash Pick up as an amenity. Place your designated Valet Living trash bin outside of your apartment at **5 pm** for collection.

Collection days are Sunday through Thursday

Valet living will also collect boxes that are broken down and neatly tucked behind the trash bin.

Not home at 5 pm?

That's okay. Valet Living usually comes to collect between 7-9 PM. Get the app to see live updates on when they arrive.



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MAINTENANCE

During move-in week, there will be a higher influx of service requests placed, which the maintenance team will work through as quickly as possible. We ask for your patience during this time. Please understand a non-emergency work order may take longer than normal to be fulfilled.

EMERGENCY REQUESTS INCLUDE

- No water
- No heat/AC
- Leaks
- Lockouts
- No hot water
- Smoke Detectors beeping



If you are experiencing an emergency service request in your apartment, please call our office line and click 2 for maintenance.

PAYMENTS

Rent Payments:

Rent Payments are due on the 1st of the month, with late fees being applied if rent is not received by the 4th day of the month.

A processing fee of \$2.49 applies to all ACH payments made through AppFolio. Checks and money orders can be brought to the office to make payments with no charge.

Payment Types Accepted

- ACH ----- \$2.49 processing fee
- Debit Card ----- 2.99% processing fee
- Credit Card ----- \$9.99 processing fee
- Check or Money Order ----- no fees

LANDLORD LIABILITY INSURANCE

As a Fairway resident, you are required to have Landlord Liability Insurance (LLI). This protects our property from any damages throughout the duration of your lease.

You may opt out of our AppFolio insurance coverage by obtaining a policy through another provider and upload the policy to your portal. A minimum of \$100,000 in liability coverage per resident.

Please make sure that Fairway Apartments is listed as an additionally insured party on your insurance.

Additionally Insured Information:

Fairway Apartments
1304 Palmer Dr.
West Lafayette IN, 47906



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PARKING & TRANSPORTATION

Fairway offers **free** regular parking across the property for you and your guests.



We also offer onsite two car garage parking or covered parking spaces at an additional cost.

Bus transportation is available via City Bus, a bus pass is required. Purchase your bus pass through Purdue for additional discounts.



Scan here for Purdue transportation and bus information.

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PETS

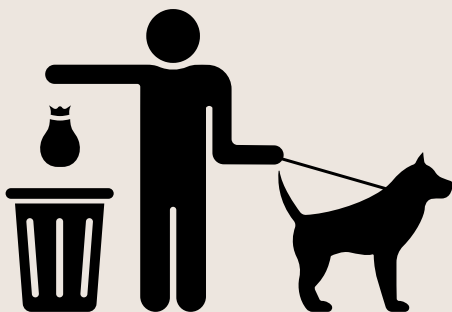


Fairway is pet-friendly! While we do welcome furry friends to the Fairway Family, there are some rules you should be aware of.

Owners of dogs, cats and other uncaged animals will be required to sign a pet addendum. This will include a **\$250 non-refundable deposit** as well as a **monthly pet rent of \$25** each. Only 2 animals are allowed per apartment.

Service Animal and Emotional Support Animal owners will also be required to sign a pet addendum and follow the guidelines outlined which include similar rules and responsibilities.

Dogs must be leashed at all times.



We also provide multiple pet stations across the property. Please clean up after your furry friend to keep our community clean.

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SUBLEASING & RELETTING

At Fairway you have the option to sublease OR relet your space in the event you are no longer able to live here.

Here are the steps to do this:

- Inform the office
- Find a new tenant
- Have them apply on our website
- Email or call the office with the following information
 - New tenants full name
 - Email
 - Phone Number
 - Your move-out date, their move-in date

***All applicants will go through the approval process and must meet all current leasing criteria.**

Sublease

Tenants may find someone to sublet their bedroom for a period of time while both the current tenant and the sublease are financially responsible. This is ideal for tenants who are going to be gone for a few months and plan on returning to their unit. The fee for this is \$100.

Lessee Addition/Removal (Relet)

Current tenants may find someone who wishes to be added to their lease. A document would be signed by all current tenants and new tenants allowing the specified tenant to be added and the current tenant being removed.

KEYS

You will receive 4 keys on move in day, a bedroom key, key fob, mail key and an access card.

Keys are replacable if lost, the costs associated are listed below.

- Key Fob ----- \$75
- Bedroom Key----- \$15
- Mail Key----- \$15
- Access Card----- \$75

Your building is also equipped with secured entry. You will receive a code to your building upon move in. Please do not prop doors open.

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MOVE IN CHECKLIST

You will receive a link to a move in checklist on move in day. **It is important you fill this out within 48 hours of move-in.** After this point the checklist cannot be reopened. Document any imperfections in your unit so that you are not charged for anything that was previously present..



Check your email or login to your portal.



Navigate to the move-in checklist.



Fill out the sections that need to be, all sections do not need to be filled in. Include images.



Submit your form.

Want to be a **BRAND AMBASSADOR?**

Goals of Program

- Increase Brand Awareness
- Promote Fairway on campus & online
- Enhance Community Engagement

Ideal Brand Ambassador Profile

- Current resident and student at Purdue
- Well-connected on campus, member of major club or organization
- Outgoing, approachable, and good at networking
- Comfortable creating and posting social content
- Active on social media (Tiktok, Instagram)

Incentives & Rewards

- Gift Cards
- Specialty High Quality or name brand Merch