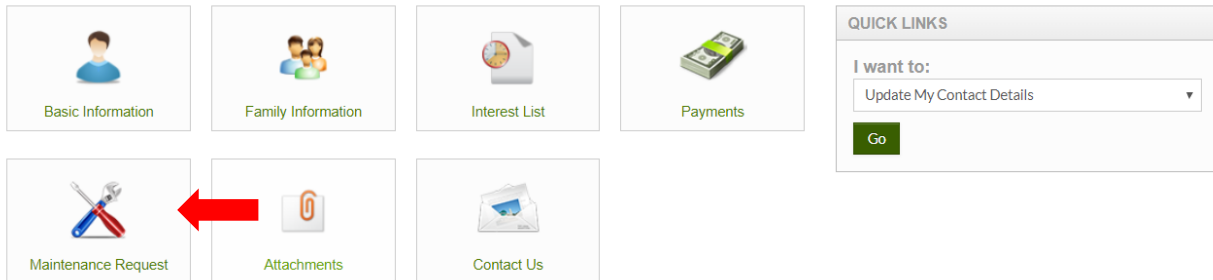


Maintenance Request

After creating an account you will be able to create a maintenance request. Select **Maintenance Request**



- Priority will always be **Resident Generated**
- Choose an appropriate **Category**

Maintenance Request

Submit Maintenance Request | Request History

Priority* Resident Generated

Category*

Sub Category

Full Description*

- Appliances
- Electrical
- Grounds
- Heating/Cooling
- Misc/General
- Pest Spray
- Plumbing
- Smoke/Co2 Alarms

Depending on the category chosen, a list of **Sub Categories** will generate. Choose one.

Submit Maintenance Request | Request History

Priority* Resident Generated

Category* Electrical

Sub Category

Full Description*

- Ceiling Fans
- Exhaust Fans
- Light Bulb
- Light Fixture
- No Power in Room
- No Power in Unit
- Outlet
- Smoking/Burning Smell
- Other

Maintenance Request

After choosing, Category and Sub Category, please write detailed notes about the issue in the **Full Description** field

Full Description*	Bathroom exhaust fan does not turn on
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The **Access Instructions** are for the maintenance tech

Access Instructions	I have a dog inside
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Permission to Enter: You must answer either Yes or No. Select **Submit**

Permission to Enter*	Yes ▼
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Submit 