

Online Maintenance Requests





Home

Payments

Maintenance

Contact Us

Shared Documents

Insurance

Property Details

Account Profile

Help

Home

Protect your belongings with renters insurance. [Available for purchase here.](#)

Your Current Balance

There is nothing for you to pay.

Attention: You have a credit of \$300.00

[Pay Now](#)[Set Up Autopay](#)

Description	Amount
Your Credits & Prepayments	-\$300.00
Total Balance	-\$300.00

Current Lease

Lease Dates

03/01/2022 - 03/01/2023

[View lease online](#)

Renters Insurance

Powered by AppFolio Insurance Services

Renters insurance is now available for purchase in your online portal.

[Purchase Renters Insurance](#)[Learn More](#)

Maintenance Requests

[Request Maintenance](#)

You currently do not have any open maintenance requests.

Go to the Main Page of the system.

- Home
- My Account
- My Home
- My Services
- Maintenance**
- My Documents
- My Alerts
- My Property Details
- My Account Profile
- Help

Home

Your Current Balance

Check to see how much you owe

Balance: You owe a total of \$250.00

Pay Now

Set Up Payment

Balance	\$250.00
Current Month Payment	\$125.00
Total Balance	\$375.00

Current Loans

Loan ID	12345678
Amount	\$100,000.00
Term	30 Years

Document Management

Upload documents for your account

Upload Documents

Learn More

Maintenance Services

Request a service or schedule a maintenance visit

Request Service

On the left side, click on the Maintenance tab



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly. *

(Max 950 characters)

Drag Image Files Here or

To resolve the issue as quickly as possible, do we have permission to enter the residence if no one is there? *

- Yes
 No
 N/A - Entry not necessary

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

On this new page, check if there are any existing notes related to the property.

- Screen Call
- Home
- Payments
- Maintenance
- Contact Us
- Shared Documents
- Insurance
- Property Details
- Account Profile
- Help

Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this most quickly. *

(Max. 500 characters)

Drag Image Files Here or  Add Images

To resolve the issue as quickly as possible, do we have permission to enter the residence if no one is there? *

- Yes
- No
- N/A - Entry not necessary

[Back](#) [Submit Request](#) [Cancel](#)

Date Created

02/10/2022

My Contact Info

Screen Call
348 University Drive - 101 A
San Diego, CA 92108
(415) 555-1234

If there is a note, it will appear inside the highlighted rectangle.

Maintenance

Create A New Maintenance Request

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly. *

Front door lock jammed

(Max 950 characters)

Date Created

10/26/2023

My Contact info

Phone Call
340 University Street - 300, A
San Diego, CA 92160
619-456-2204

Enter all the required information describing the issue or request.



Maintenance

Create A New Maintenance Request

 In case of water leak, call (800)-123-4567

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly. *

Front door lock jammed

(Max 950 characters)

Drag Image Files Here or 

To resolve the issue as quickly as possible, do we have permission to enter the residence if no one is there? *

- Yes
 No
 N/A - Entry not necessary

[Back](#)

[Submit Request](#)

[Cancel](#)

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

Click **Add Images** to upload pictures

- HELLO 
- Soren Call
- Home
- Payments
- Maintenance
- Contact Us
- Shared Documents
- Insurance
- Property Details
- Account Profile
- Help

Maintenance

Create A New Maintenance Request

 In case of water leak, call (800)-123-4567

Tell us about the issue you are having so we can resolve this more quickly. *

Front door lock jammed.

(Max 950 characters)

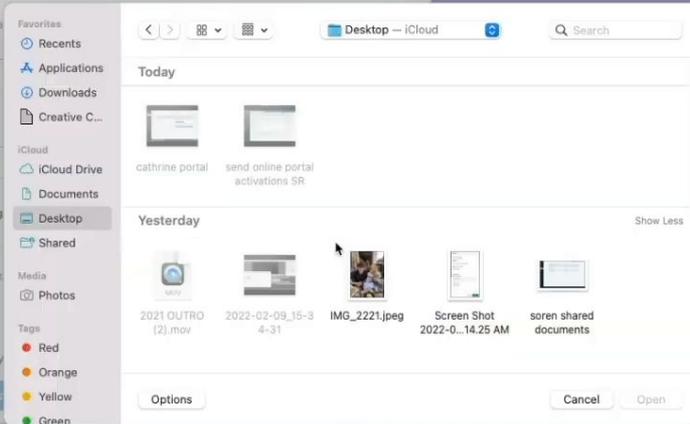
Drag and drop images here

To resolve the issue as quickly as possible, is there? *

- Yes
- No
- N/A - Entry not necessary

Date Created

02/10/2022



Select the images that apply.

- Screen Call
- Home
- Payments
- Maintenance
- Contact Us
- Shared Documents
- Insurance
- Property Details
- Account Profile
- Help

Maintenance

Create A New Maintenance Request

In case of water leak, call (800) 123-4567

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly. *

Front door lock jammed.

Max 500 characters.

Drag Image Files Here or Add Images

Screen Shot: 2022-02-09 at 11:14:25 AM.png - 145.86 KB

Date Created
02/09/2022

My Contact Info
Screen Call
348 University Drive - 101 A
San Diego, CA 92108
(415) 555-1234

To resolve the issue as quickly as possible, do we have permission to enter the residence if no one is there? *

- Yes
- No
- N/A - Entry not necessary

Back Submit Request Cancel

Select whether there is permission to enter the property



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this more quickly. *

Front door lock jammed.

(Max 950 characters)

Drag Image Files Here or Add Images

Screen Shot 2022-02-09 at 11.14.25 AM.png - 145.86 KB

Remove

To resolve the issue as quickly as possible, do we have permission to enter the residence if no one is there? *

- Yes
 No
 N/A - Entry not necessary

Is there anything maintenance should know about entering the residence?

(We will do our best to accommodate your request. Max 150 characters)

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

Confirm access and add additional notes if needed

Maintenance

Create A New Maintenance Request

In case of water leak, call 800-323-4567

Tell us about the issue you are having. Please use as much detail as possible to help us resolve this issue quickly. *

Front door lock jammed

How old is this?

Drag Image Here or Add Images

Screen Shot 2022-02-09 at 11:14:25 AM.png 145 KB X2

To remove the issue on facility as quickly as possible, do you have permission to enter the residence if no one is there? *

- Yes
- No
- N/A - Entry not necessary

Do these anythings maintenance should know about entering the residence?

Front door code: 123

We will follow up by appropriate personnel. How old is this?

Back Next Cancel

Date Created

02/09/2022

My Contact Info

Simon Call
340 University Drive - 101 A
San Diego, CA 92161
P: 619-595-0204

After clicking Next, you will be taken to the availability schedule section.



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

When do you want us to come in? *

- Provide preferred times
- This is an urgent issue, as soon as possible
- Available anytime

Tell us your availability.

Select at least 3 time slots you're available.

Entering more slots, on multiple days, helps find a technician faster. If none of the time slots work, a technician will contact you directly.

MORE DAYS →

Today 02/10/2022	Tomorrow 02/11/2022	Monday 02/14/2022	Tuesday 02/15/2022
08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm
10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm
01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm

Back

Submit Request

Cancel

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

Select one or multiple time slots



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800) 123-4567

When do you want us to come in? *

- Provide preferred times
- This is an urgent issue, as soon as possible
- Available anytime

Tell us your availability.

Select at least 3 time slots you're available.

Entering more slots, on multiple days, helps find a technician faster. If none of the time slots work, a technician will contact you directly.

MORE DAYS →

Today 02/10/2022	Tomorrow 02/11/2022	Monday 02/14/2022	Tuesday 02/15/2022
08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm
10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm
01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm

Back

Submit Request

Cancel

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

Select one or multiple time slots



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

When do you want us to come in? *

- Provide preferred times
- This is an urgent issue, as soon as possible
- Available anytime

Tell us your availability.

Select at least 3 time slots you're available.

Entering more slots, on multiple days, helps find a technician faster. If none of the time slots work, a technician will contact you directly.

MORE DAYS →

Today 02/10/2022	Tomorrow 02/11/2022	Monday 02/14/2022	Tuesday 02/15/2022
08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm
10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm
01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm

Back

Submit Request

Cancel

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

This allows the vendor to schedule within those available hours



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

When do you want us to come in? *

- Provide preferred times
- This is an urgent issue, as soon as possible
- Available anytime

Tell us your availability.

Select at least 3 time slots you're available.

Entering more slots, on multiple days, helps find a technician faster. If none of the time slots work, a technician will contact you directly.

MORE DAYS →

Today 02/10/2022	Tomorrow 02/11/2022	Monday 02/14/2022	Tuesday 02/15/2022
08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm	08:00am - 12:00pm
10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm	10:00am - 02:00pm
01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm	01:00pm - 05:00pm

Back

Submit Request

Cancel

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

Indicate whether the request is urgent or can be scheduled at another time



Maintenance

Create A New Maintenance Request

i In case of water leak, call (800)-123-4567

When do you want us to come in? *

- Provide preferred times
- This is an urgent issue, as soon as possible
- Available anytime

Back

Submit Request

Cancel

Date Created

02/10/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 03686
(415) 555-1234

Click the Request button



Soren Call

Home

Payments

Maintenance

Contact Us

Shared Documents

Insurance

Property Details

Account Profile

Help

Maintenance

Create A New Maintenance Request

 In case of water leak, call (800) 123-4567

When do you want us to arrive on site?

- Provide preferred times
- This is an urgent issue, as soon as possible
- Available anytime

[Back](#) [Submit Request](#) [Cancel](#)

Date Created

02/19/2022

My Contact Info

Soren Call
348 University Drive - 101 A
San Diego, CA 92166
(415) 555-1234

Processing
maintenance
request



- HELLO
- Soren Call
- Home
- Payments
- Maintenance
- Contact Us
- Shared Documents
- Insurance
- Property Details
- Account Profile
- Help

Maintenance

Maintenance Requests

Request Maintenance

- Front door lock jammed.
Requested by You on 02/10/2022 11:58AM
Maintenance Request #5-1
This request was received 0 minutes ago.

RECEIVED

[Check Status](#) | [Request Cancellation](#)

Closed Maintenance Requests

You currently do not have any closed maintenance requests.

Once processed, you will be able to see the Maintenance Request reflected on your sales page or main dashboard.

appfolio Property
Manager