

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](#)

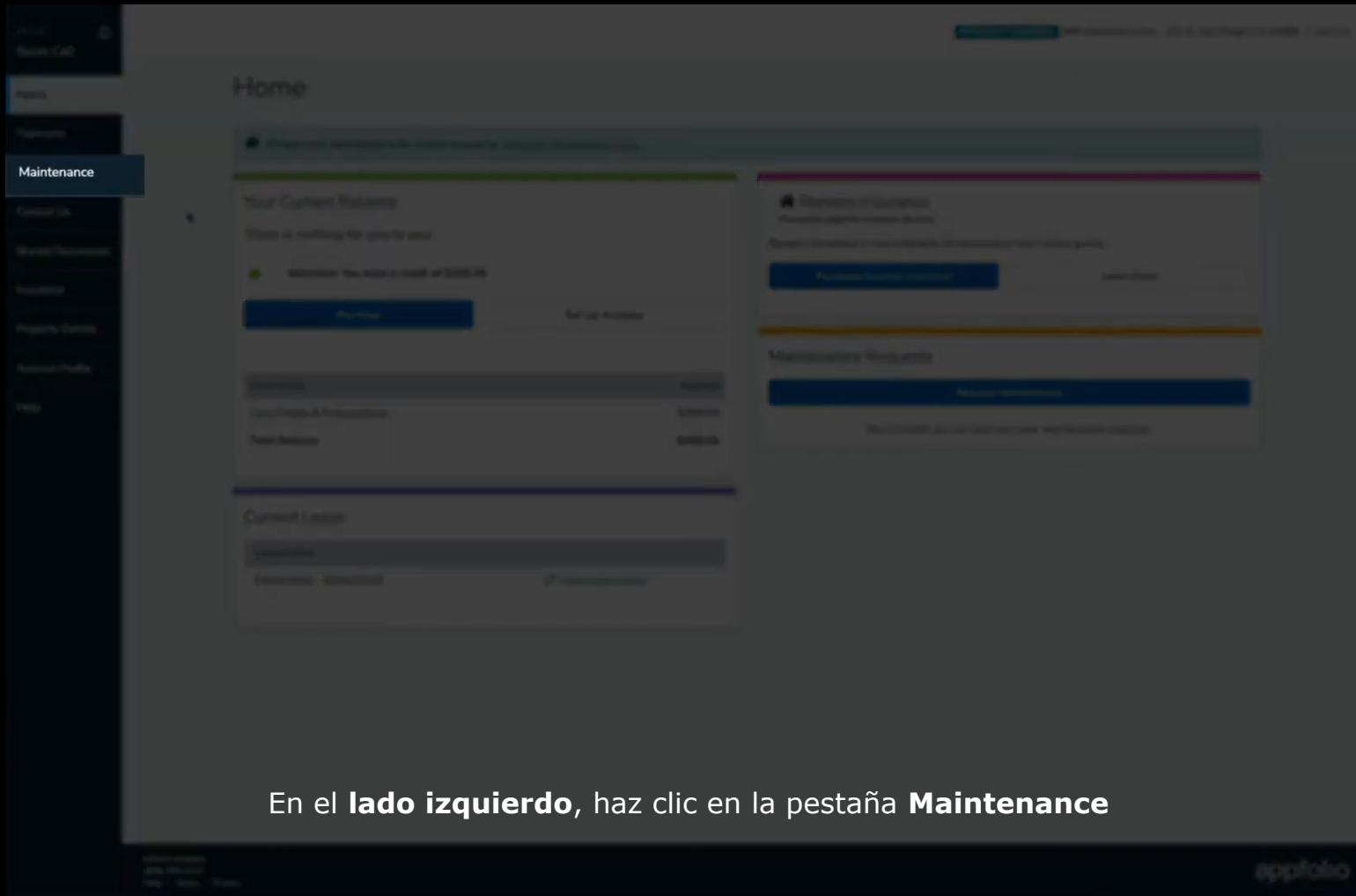
[Learn More](#)

Maintenance Requests

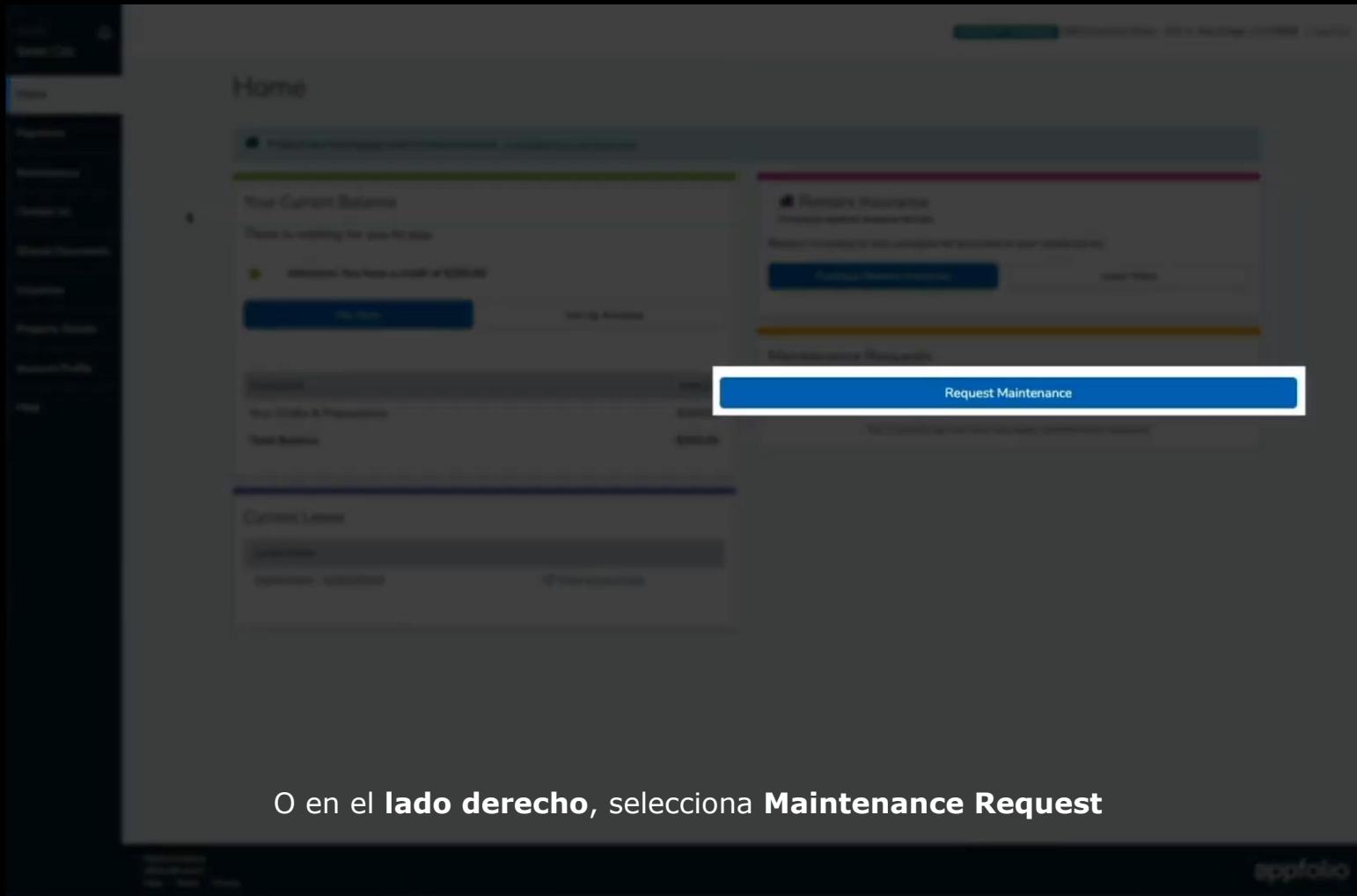
[Request Maintenance](#)

You currently do not have any open maintenance requests.

Ingresa a la página principal (Main Page) del sistema.



En el **lado izquierdo**, haz clic en la pestaña **Maintenance**



O en el **lado derecho**, selecciona **Maintenance Request**



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. *

(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



En esta nueva página, **verifica si existe alguna nota o anotación previa** relacionada con la casa.

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 issue quickly.)

(Max. 300 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

03/10/2022

My Contact Info

Screen Call
348 University Drive - 101 A
San Diego, CA 036888
(415) 585-1234

Si hay alguna nota, aparecerá dentro del **rectángulo señalado**.

Maintenance

Create A New Maintenance Request

1. Select the location for your 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

Wednesday

My Contact Info

Space Card
1234 Community House, 1001A
User Street, CA 123456
(555) 123-4567

Drop image files here or

Successful! Your issue has been submitted. Do you have someone to review the request? If so, select them from the list below.

Who?

- Me
- My Manager
- My Team
- My Colleagues

Done Cancel

Ingresa toda la **información de lo que se requiere** (descripción del problema o trabajo).



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 950 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

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

Haz clic en **Add Images** para adjuntar fotografías



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 a
this more quickly. *

Front door lock jammed.

(Max 950 characters)

Drag

To resolve the issue as quick
is there? *

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

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

Favorites

Recents

Applications

Downloads

Creative C...

iCloud

iCloud Drive

Documents

Desktop

Shared

Media

Photos

Tags

Red

Orange

Yellow

Green

Desktop - iCloud

Search

Today



cathrine portal send online portal activations SR



activations SR

Show Less

Yesterday



2021 OUTRO

[2].mov
4-31



2022-02-09_15-3

IMG_2221.jpeg



Screen Shot

2022-0...14.25 AM



soren shared

documents

[Options](#)[Cancel](#)[Open](#)

Selecciona las imágenes que aplica al problema.

Maintenance

Create A New Maintenance Request

 In case of emergency, 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 300 characters.

Drag Image Files Here or  Add Images

Screen Shot 2022-03-09 at 11:54:25 AM.png - 145.86 KB

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](#)

Selecciona si **hay permiso para entrar a la propiedad**



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 950 characters)

Drag Image Files Here or

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.)

Back Next Cancel

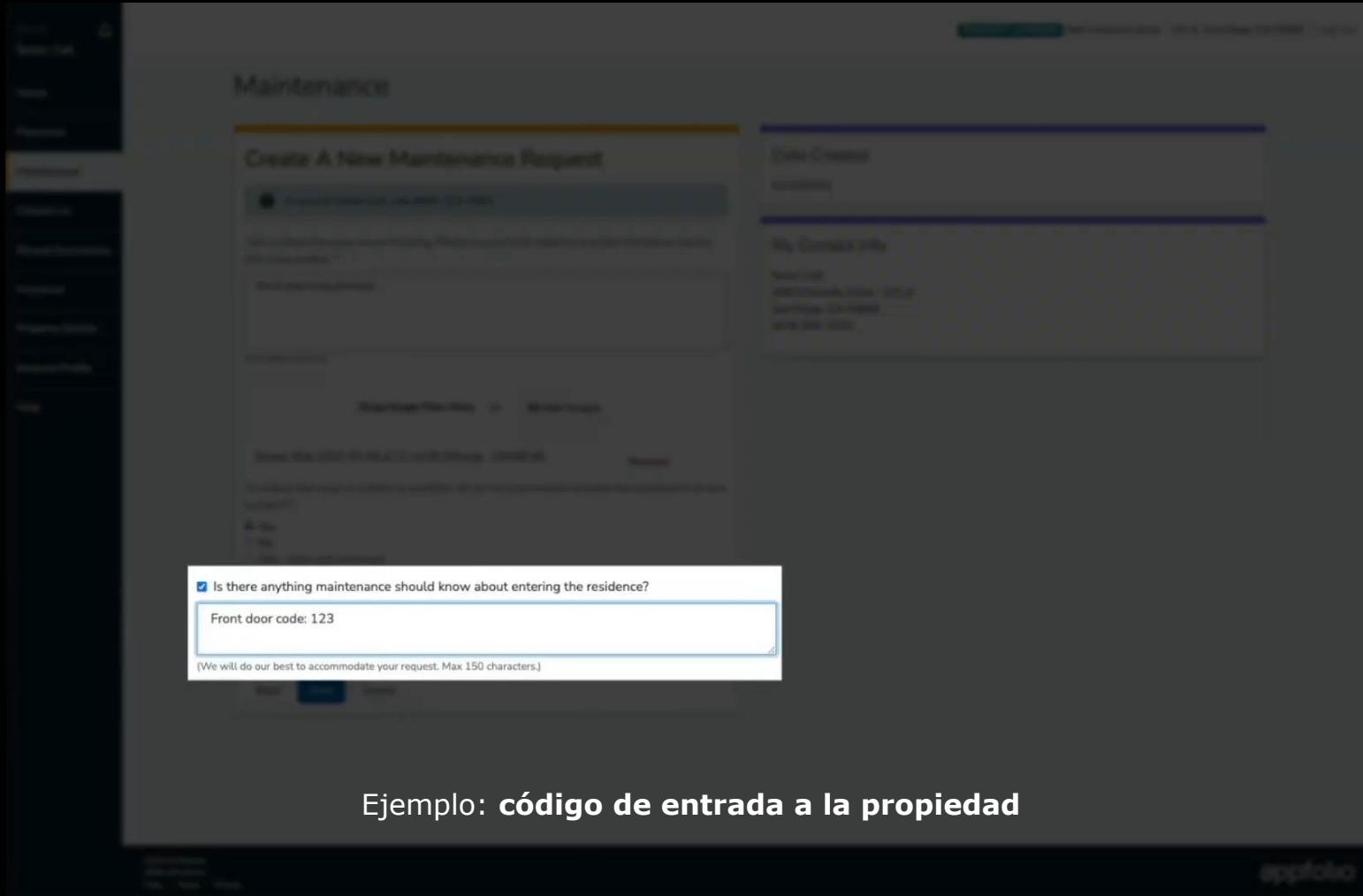
Date Created

02/10/2022

My Contact Info

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

Confirma el acceso y agrega **anotaciones adicionales** si es necesario



Ejemplo: **código de entrada a la propiedad**

Home

Payments

Maintenance

Contact Us

Shared Documents

Insurance

Property Details

Account Profile

Help

Maintenance

Create A New Maintenance Request

 **Issue of water leak, call (619) 123-4567**

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

Front door seal, jammed.

Plus 10% processing

Drop Image File Here or

Screen Shot 2022-03-09 at 11.14.25 AM.png - 145.48 KB

 Remove

To remove the issue as trivial as possible, do not have permission to enter the residence if no one is there? *

 Yes No Not - Entry not necessary Is there anything else/extra the technician should know about entering the residence?

Front door seal - 1/2

[Back](#)[Next](#)[Cancel](#)

Date Created

04/03/2022

My Contact Info

Screen Call
348 University Drive - 103 A
San Diego, CA 92108
(619) 123-4567

Al hacer clic en **Next**, el sistema te llevará a la sección de **horarios disponibles**.

Maintenance

Create A New Maintenance Request

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

08:00am -
12:00pm

10:00am -
02:00pm

01:00pm -
05:00pm

Tomorrow
02/11/2022

08:00am -
12:00pm

10:00am -
02:00pm

01:00pm -
05:00pm

Monday
02/14/2022

08:00am -
12:00pm

10:00am -
02:00pm

01:00pm -
05:00pm

Tuesday
02/15/2022

08:00am -
12:00pm

10:00am -
02:00pm

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

Seleccionar **una o varias franjas horarias**.



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 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

08:00am -
12:00pm10:00am -
02:00pm01:00pm -
05:00pm

Tomorrow

02/11/2022

08:00am -
12:00pm10:00am -
02:00pm01:00pm -
05:00pm

Monday

02/14/2022

08:00am -
12:00pm10:00am -
02:00pm01:00pm -
05:00pm

Tuesday

02/15/2022

08:00am -
12:00pm10:00am -
02:00pm01:00pm -
05:00pm

Back

Submit Request

Cancel

Seleccionar una o varias franjas horarias.



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 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

Esto permite que el proveedor agende dentro de esas horas disponibles

Maintenance

Create A New Maintenance Request

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

Indica si el request es **urgente** o si puede programarse en **otro horario**



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 come in? *

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

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

Presiona el botón **Request**

Maintenance

Create A New Maintenance Request

 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 

Cancel

Date Created

02/10/2022

My Contact Info

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

Processing
maintenance
request



Esperar a que la solicitud se completada.

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.

RECEIVED

Requested by You on 02/10/2022 11:58AM

Maintenance Request #5-1

This request was received 0 minutes ago.

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

Closed Maintenance Requests

You currently do not have any closed maintenance requests.

Una vez procesado, podrás ver el **Maintenance Request** reflejado en tu **página de ventas** o panel principal.

appfolio Property
Manager