

# Online Maintenance Requests





## 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
<b>Total Balance</b>	<b>-\$300.00</b>

### 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](#)

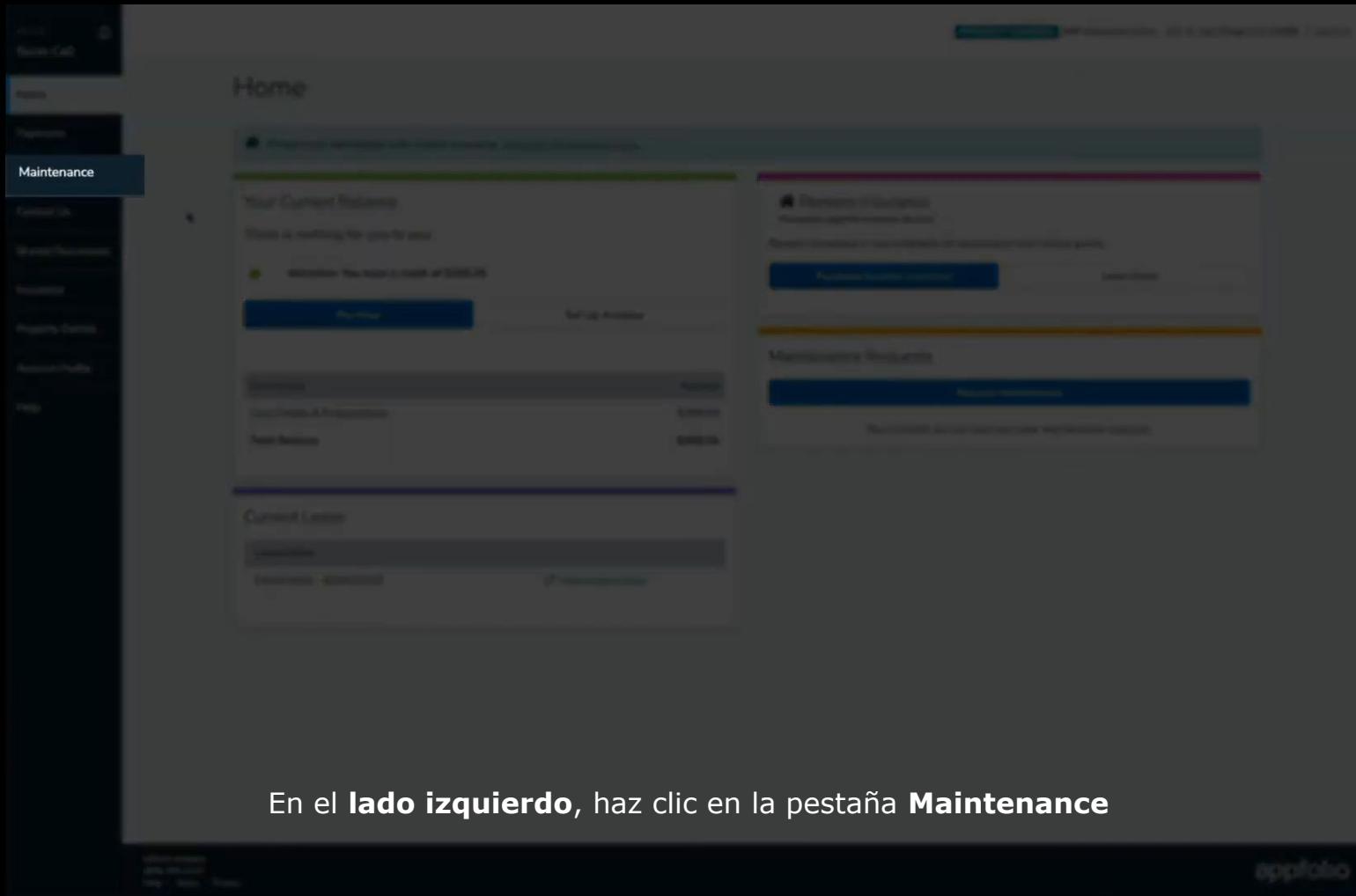
[Learn More](#)

### Maintenance Requests

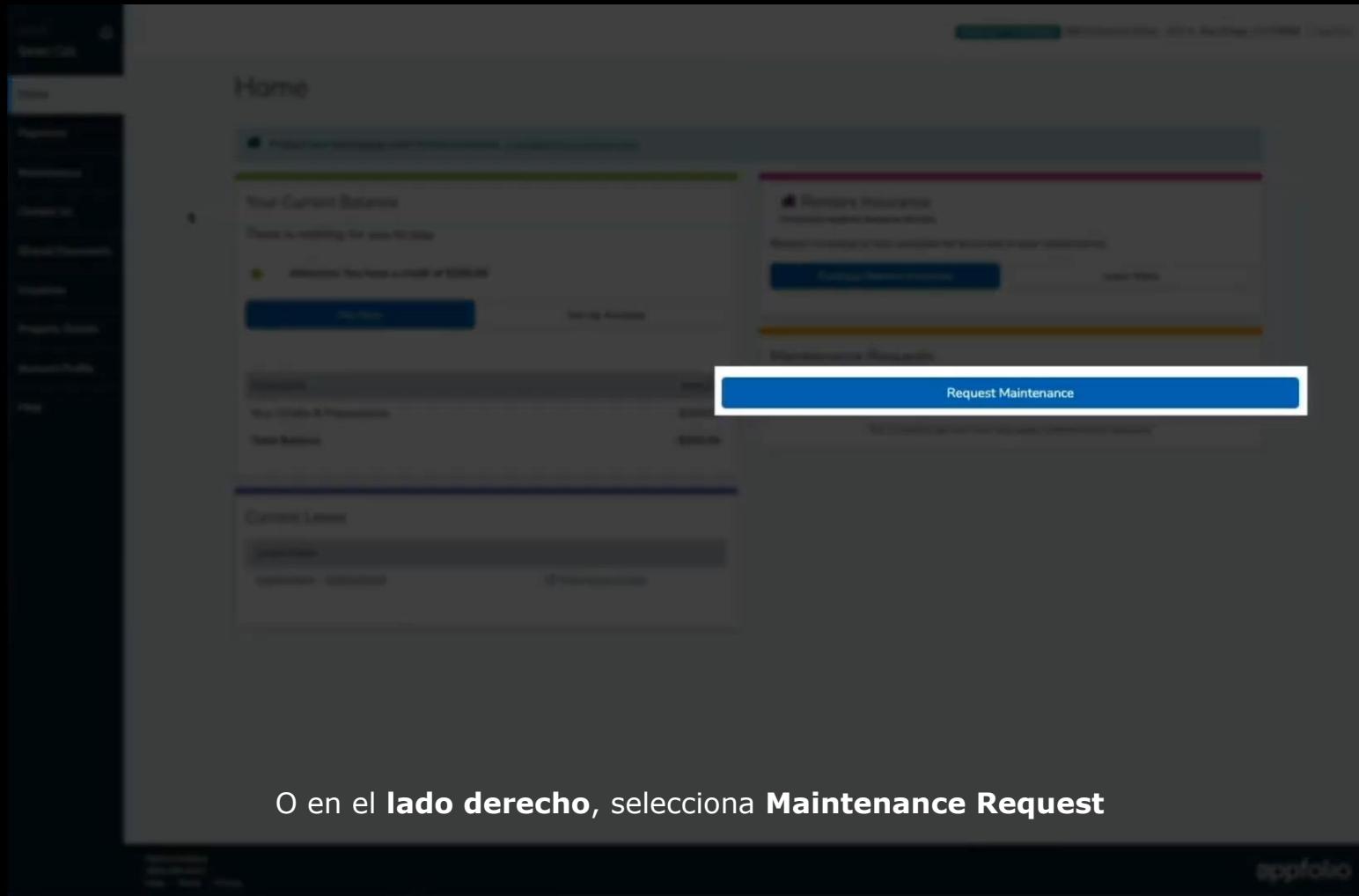
[Request Maintenance](#)

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**



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## 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

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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  
12345 Community House, 12345A  
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  My  My self-responsibility

Done  Cancel

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



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## 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

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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



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## 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

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Yellow

Green

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[IMG\\_2221.jpeg](#)

[Screen Shot 2022-0...](#)

[soren shared documents](#)

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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**



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## 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

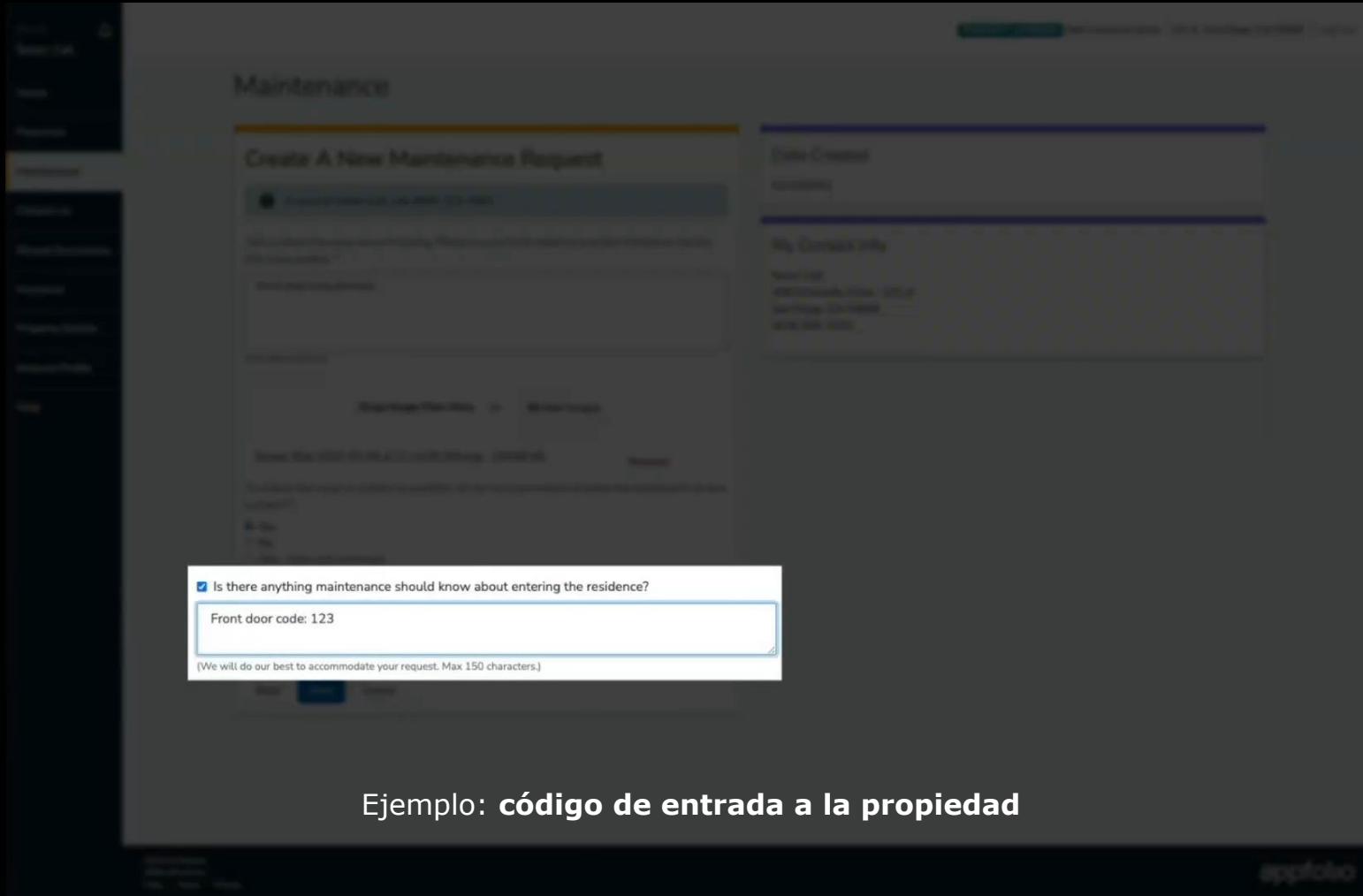
### Date Created

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**

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## 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

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

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## 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**.



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## Maintenance

## Create A New Maintenance Request

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

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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

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**Seleccionar una o varias franjas horarias.**



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## 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

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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

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[Submit Request](#)

Cancel

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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**



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## 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

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Cancel

#### Date Created

02/10/2022

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348 University Drive - 101 A  
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(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

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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

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## 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