

Resident Portal Guide:

How to Create a Maintenance Request



Maintenance Requests

Open Closed

Search

SUBJECT	STATUS	EMERGENCY	DATE	NUMBER
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No Data

2.

Create Request

How to Create a Maintenance Request in the Resident Portal

Step 1 – Create a New Maintenance Request

1. Select **Maintenance Requests** from the left-side menu.
2. Click **Create Request** in the top-right corner.

💡 *This will open the maintenance request form where residents can submit a service request.*

Step 2 – Submit Your Request

-  Complete required fields
-  Add photos *(if applicable)*
-  Click *Submit Request* in the upper right corner.

< Maintenance Requests

New Maintenance Request

☐ This is an emergency

☒ Unit Issue ☐ Building Issue

*Area of Issue

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Issue

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Issue Details

Describe the issue in detail

*Description

Describe the issue in detail

Contact Phone

(416) 555-5555

Pictures


Drag and drop files here or **browse files** on your computer
Supported File Types: [gif, jpg, jpeg, png, bmp]
Maximum File size 15 megabytes

Cancel

Submit Request

View Open and Closed Maintenance Requests

Residents can view both **Open** and **Closed** maintenance requests in the same **Maintenance Requests** section.

- Open** – View active maintenance requests that are currently in progress.
- Closed** – View completed maintenance requests that have already been resolved.



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Maintenance Requests

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