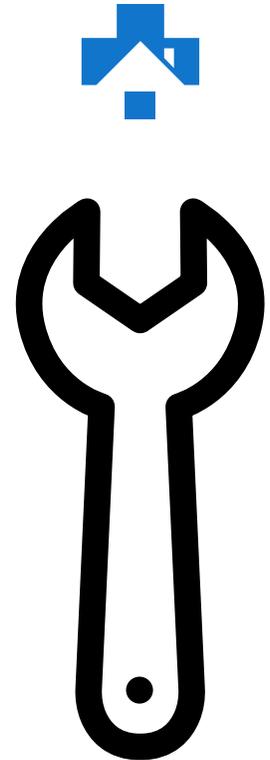


# How to submit your maintenance requests **easily.**



We understand that maintenance issues happen, and we want to make sure you're quickly taken care of. For your convenience, you'll have free access to our easy-to-use digital maintenance app, **Property Meld**, to submit maintenance requests.

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ⓘ Residents are **required** to use Property Meld to request maintenance to their unit.

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## Getting Started

Create a Property Meld account by accepting the invitation we sent to your email address on file. Click **Confirm Your Information** to register.



Scan this code with your phone to submit a maintenance request.



## How to Submit a Maintenance Request

- 1 Login to your Property Meld account by visiting [app.propertymeld.com](http://app.propertymeld.com) or your property management company's website.
- 2 Click **Meld Requests** and choose **New Meld**.
- 3 Enter your maintenance request information and click **Create**.
- 4 Choose up to five time slots of availability for the repair to be fixed.