How to submit your maintenance requests easily.

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

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.

How to Submit a Maintenance Request

1. Login to your Property Meld account by visiting **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.

WHY SHOULD I USE IT?

With Property Meld, we upgraded the process to repair your maintenance issues faster and easier.

● **Easy Submission —** *Submit a maintenance issue from your device at any time.*

● **Stress-Free Scheduling —** *Suggest times that you want the technician to fix the issue.*

● **Direct Communication —** *Have the capability to message the technician directly. You can share pictures too!*

● **Rate the Process —** *Once the repair is complete, share your experience and feedback with us.*

PROPERTYMELD

Add Property Meld Shortcut to Your Home Screen

It's easier than ever to submit a maintenance request directly from your smartphone home screen. Learn how to add an "app-like" tile to your home screen without installing a new application.

iPhone Users:

1. Open Safari

2. Type **app.propertymeld.com** into the search bar.

3. Click [icon] and choose **Add to Home Screen.**

4. Rename "Property Meld" if desired, then **click Add.**

5. Voila! The icon will be displayed on your home screen and you can easily submit a maintenance request through your resident portal.

Android Users:

1. Open Google Chrome

2. Type **app.propertymeld.com** into the search bar.

3. Click [icon] and choose **Add to Home Screen**.

4. Rename "Property Meld" if desired, then **click Add.**

5. Voila! The icon will be displayed on your home screen and you can easily submit a maintenance request through your resident portal.
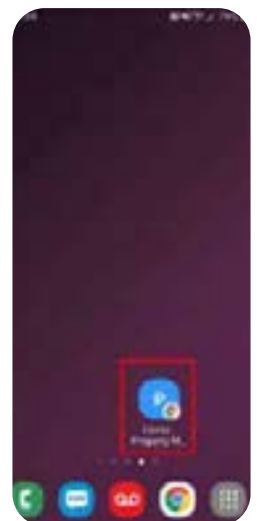
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