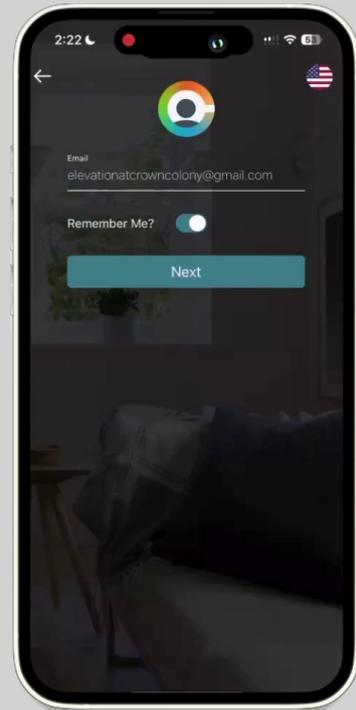


ELEVATION

Apartments at Crown Colony

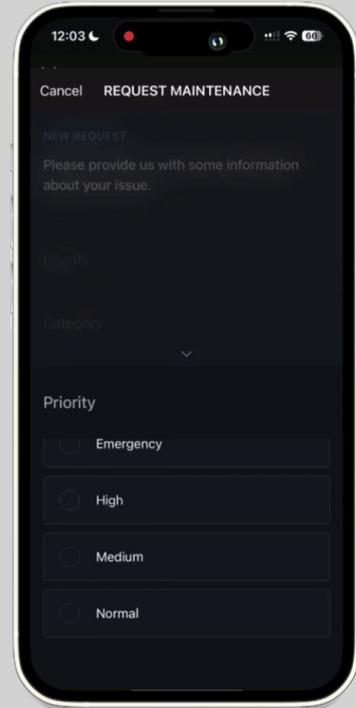


Log In

- Open the RentCafe Mobile App on your device.
- Enter your username and password.
- Tap the "Log In" button to access your account.
- Navigate to Maintenance
- Once logged in, find the main menu on the app's dashboard.
- Tap on the "Maintenance" option to proceed

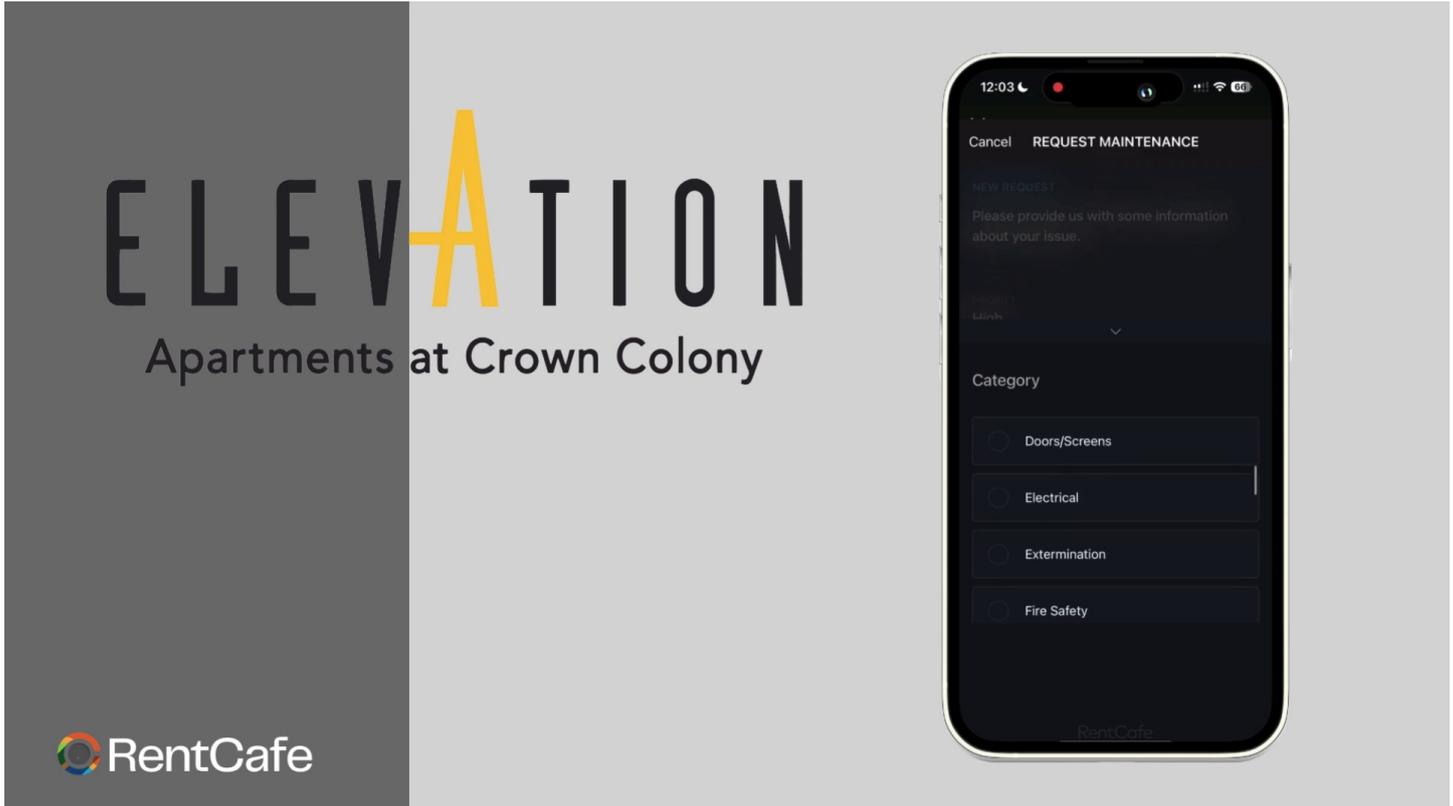
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Choose Priority

- You will see a list of maintenance tasks.
- Select the task you want to prioritize.
- Assign a priority level (e.g., High, Medium, Low) based on the urgency of the task.

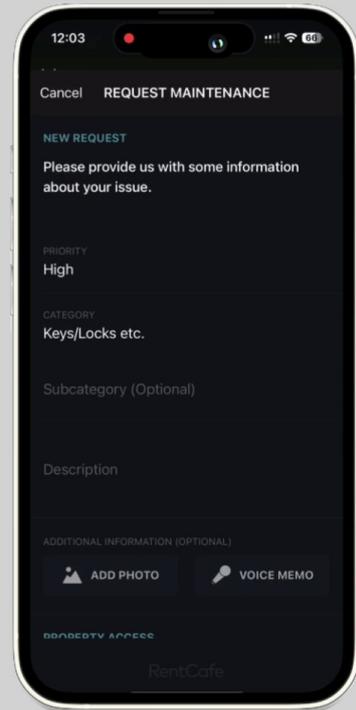


Choose Categories

- Tap on the "Categories" section.
- Select the appropriate category that best describes the maintenance issue (e.g., Electrical, Plumbing, General).

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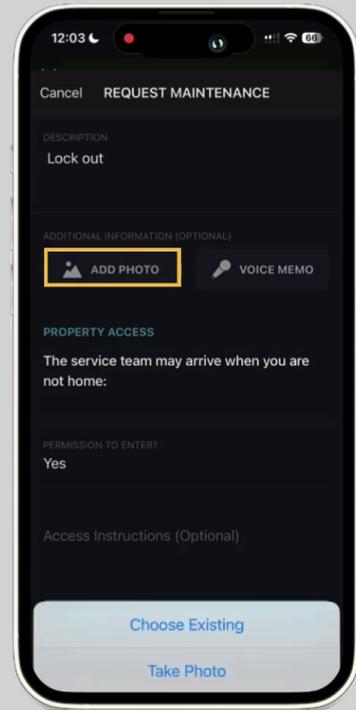


Write Descriptions

- In the description box, provide a detailed description of the issue.
- Be specific about the problem to ensure proper handling and resolution.

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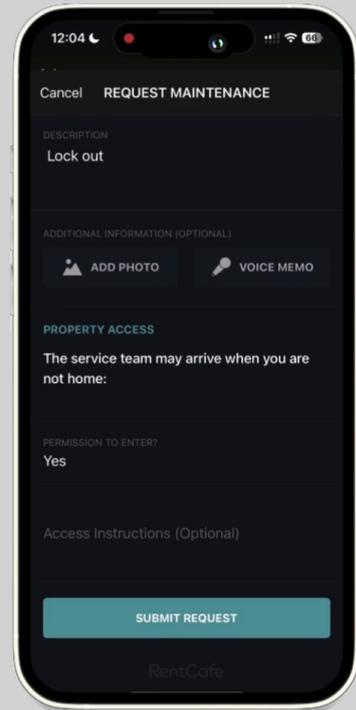


Take a Picture

- Use the in-app camera feature to take a clear picture of the issue.
- Ensure the picture is well-lit and focused to accurately depict the problem.

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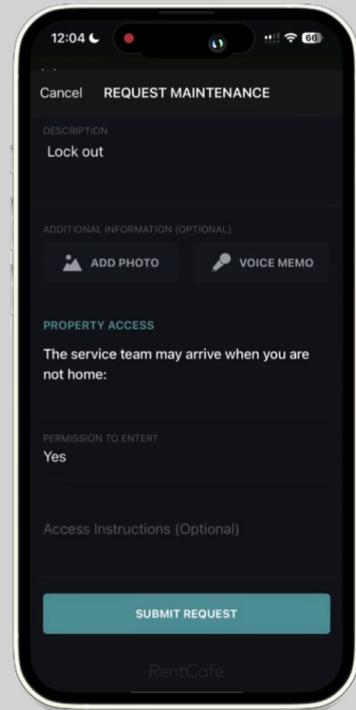


Edit Properties Access

- If necessary, update the access properties for the maintenance task.
- Specify any access requirements or restrictions (e.g., key access, permission required).

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Check and Submit

- Review all the entered details to ensure accuracy.
- Check the priority, category, description, and attached picture.
- Once verified, tap the "Submit" button to send your maintenance request.