

# How to fill out a maintenance request form?

(Must be logged in/ONLY FOR APCHA MANAGED)

1. Once logged into HomeTrek, in the top right corner click on the person icon.
2. Go down to service requests



3. Click on the green +Create New button



4. A new maintenance request form will pop up
5. Make sure to fill out all required boxes, including "subject, description, category, subcategory, priority status, scheduled entry time & pet in unit?"

A screenshot of the 'New Maintenance Request' form. The form fields include: 'Person Account' (John Doe), 'Tenant Phone' (red arrow), 'Tenant Email' (red arrow), 'Unit/Properties' (TRUSCOTT PL), 'Subject' (Clogged Toilet), 'Pet in unit' (checkbox, red arrow), 'Priority' (dropdown, red arrow), 'Description' (Toilet is clogged. Tried plumping, didn't work.), 'Category' (Plumbing, red arrow), 'Sub Category' (Clogged Toilet, red arrow), 'Scheduled Entry Time' (1 pm - 4 pm), 'Cancel' button, and 'Submit' button.

6. Click on submit to complete.