Copy Link

Submit a Maintenance Request through RentCafe

Cody Schwartz | 17 steps | 2 minutes

Rentcafe   Securecafe

1   Navigate to RentCafe.

2   Click the Resident Login link.
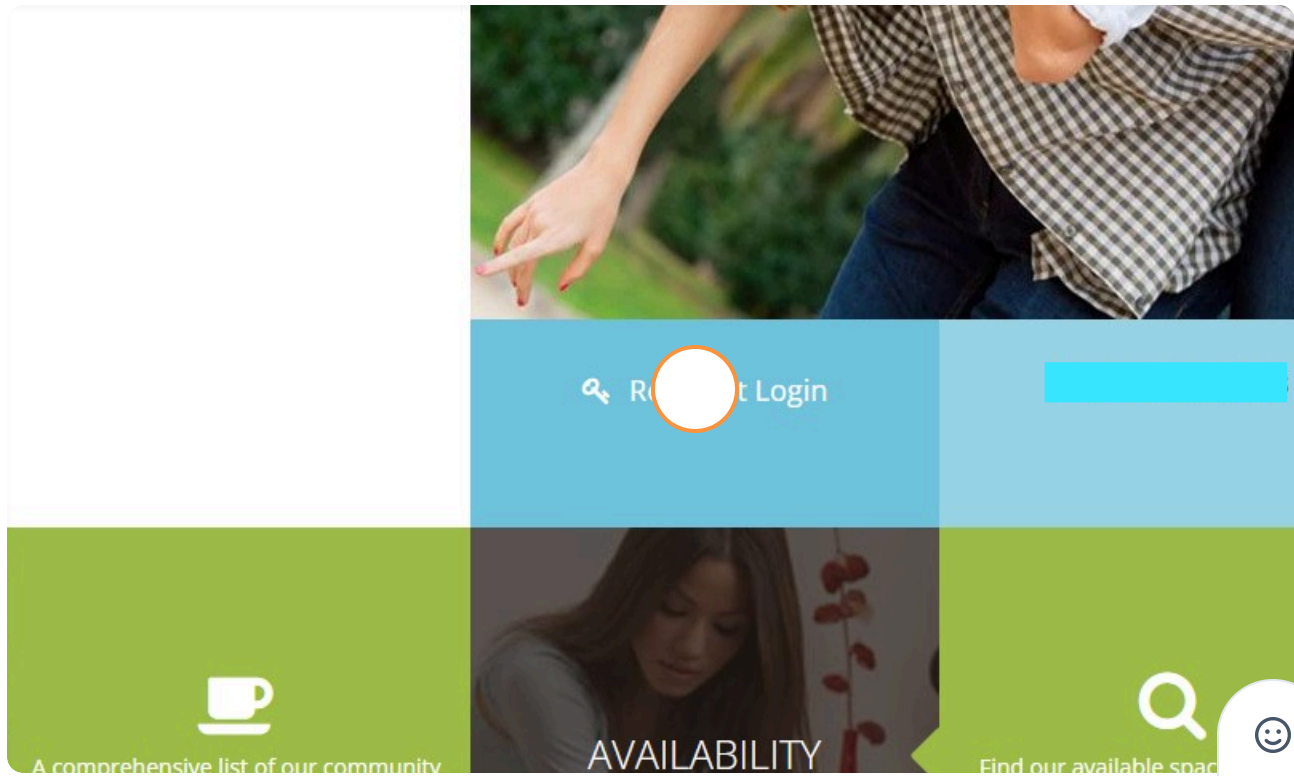
Welcome to Resident Services

If your username is not an email address, click here to login.

* indicates required fields.

Email*

Password*

Sign In

Forgot password?
Click here to register.

4　　Click the "Password" field and enter your password.

Welcome to Resident Services

If your username is not an email address, click here to login.
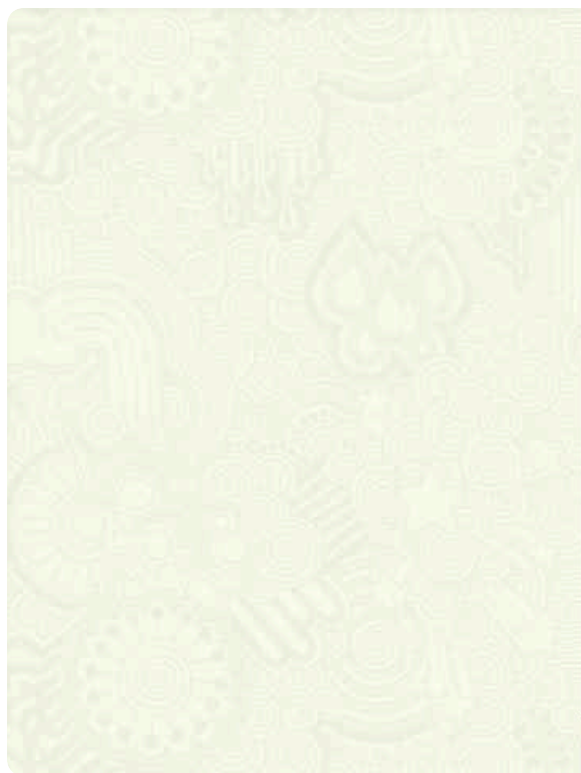
* indicates required fields.

Email*

cody.schwartz+022027@austincc.edu

Password*

Sign In

Forgot password?
Click here to register.

If your username is not an email address, click here to login.

* indicates required fields.

Email*

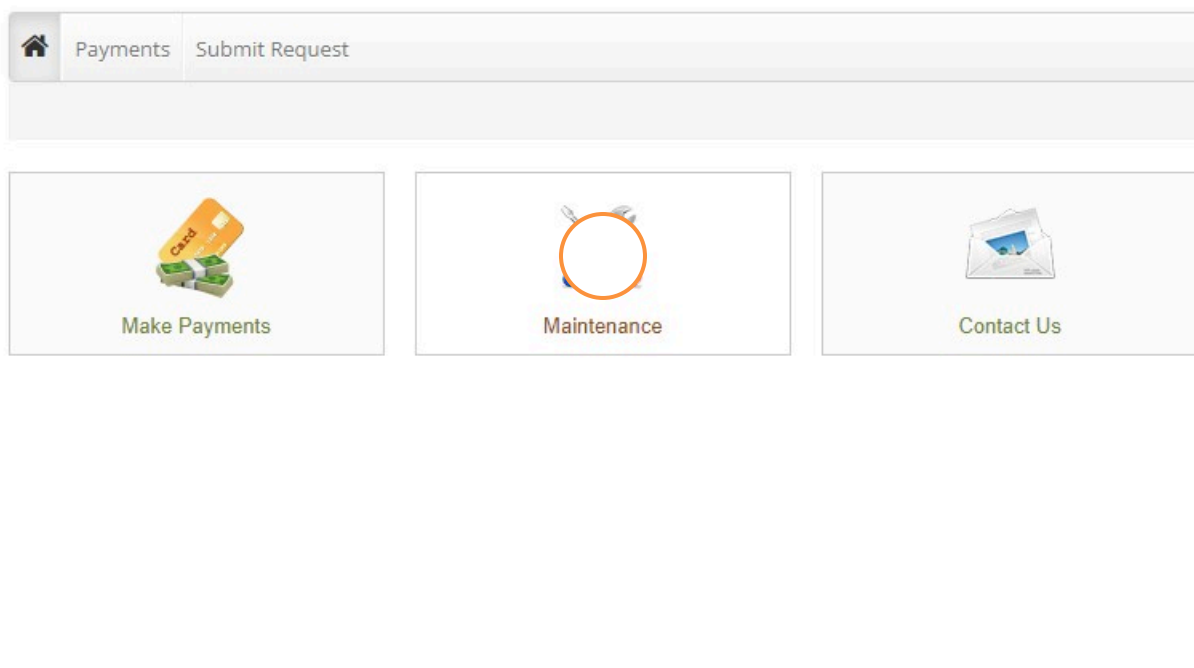cody.schwartz+022027@austincc.edu

Password*

●●●●●●●●●●●

Forgot password?
Click here to register.

6   Click the Maintenance button.

7   Click "Select a Category" and choose the option that best fits your issue.

Maintenance Request

| Submit Maintenance Request | Request History |

Category*   Select a Category   ∨

🔍 |

Sub Category

Community Building

My Apart

My Property

Pest Control

Location

Full Description*

1499 characters remaining

Access Instructions

9   Click "Select a Sub Category" and choose the option that best fits your issue.

| Submit Maintenance Request | Request History |

Category*   My Apartment   ∨

Sub Category   Select a Sub Category   ∨

🔍 |

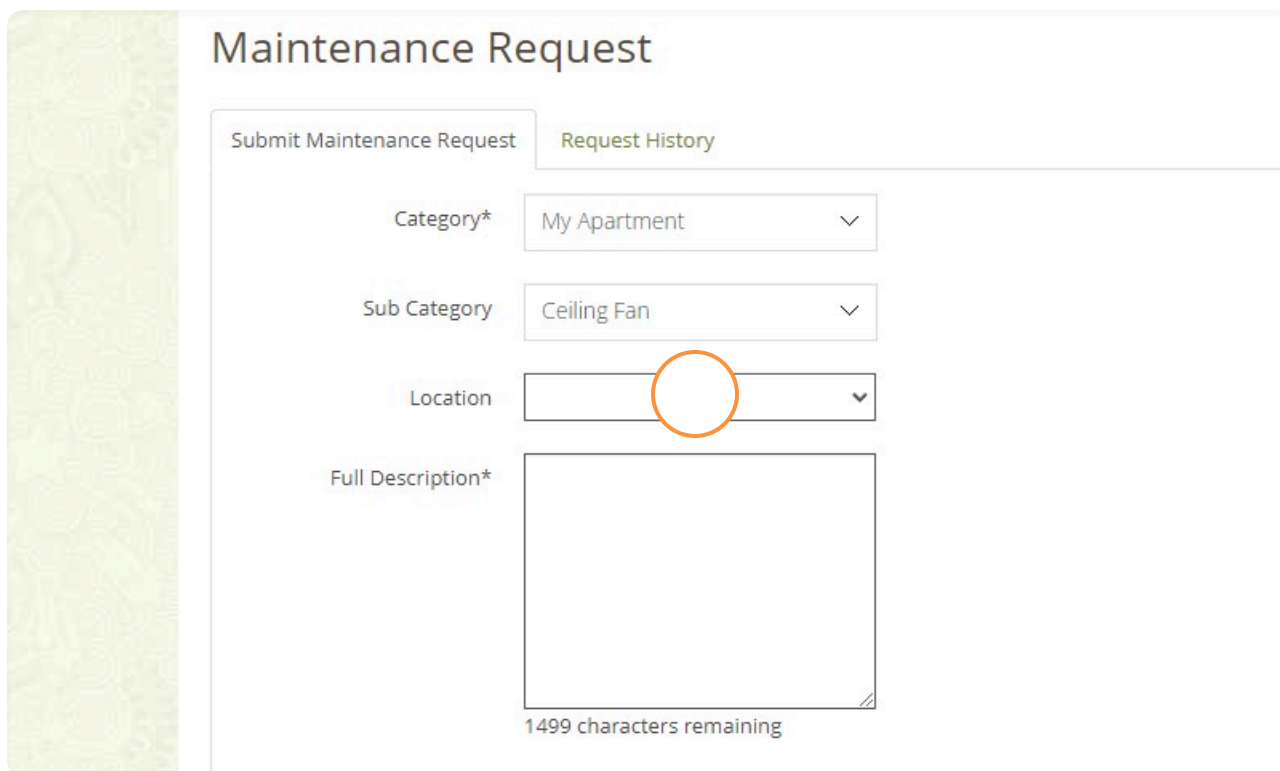Location

Cabinet Damaged

Ceiling F

Full Description*

Door Lock

Flooring Damaged

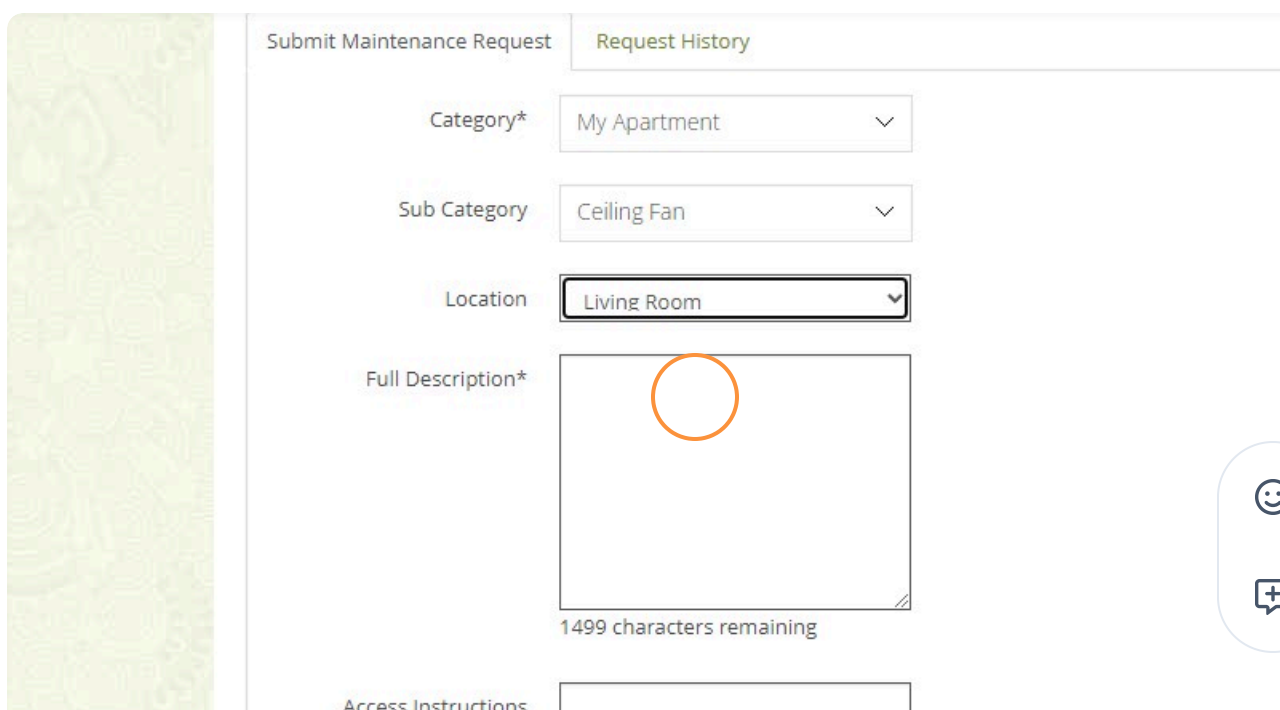Front Door Damage

Access Instructions

10   Click the "Location" dropdown and choose the best fitting option.

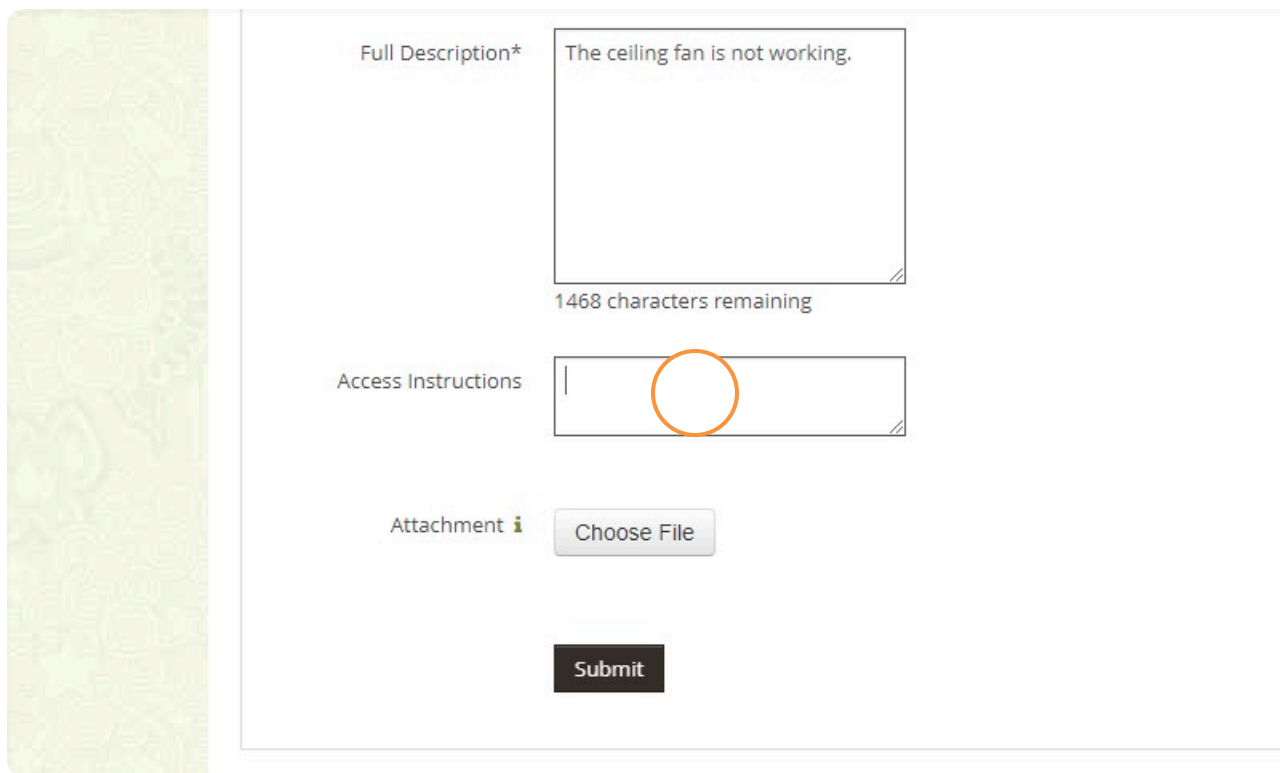## Maintenance Request

| Submit Maintenance Request | Request History |

Category*   My Apartment

Sub Category   Ceiling Fan

Location

Full Description*

1499 characters remaining

11   Click the "Full Description" field and enter a more detailed description of the issue.

| Submit Maintenance Request | Request History |

Category*   My Apartment

Sub Category   Ceiling Fan

Location   Living Room

Full Description*

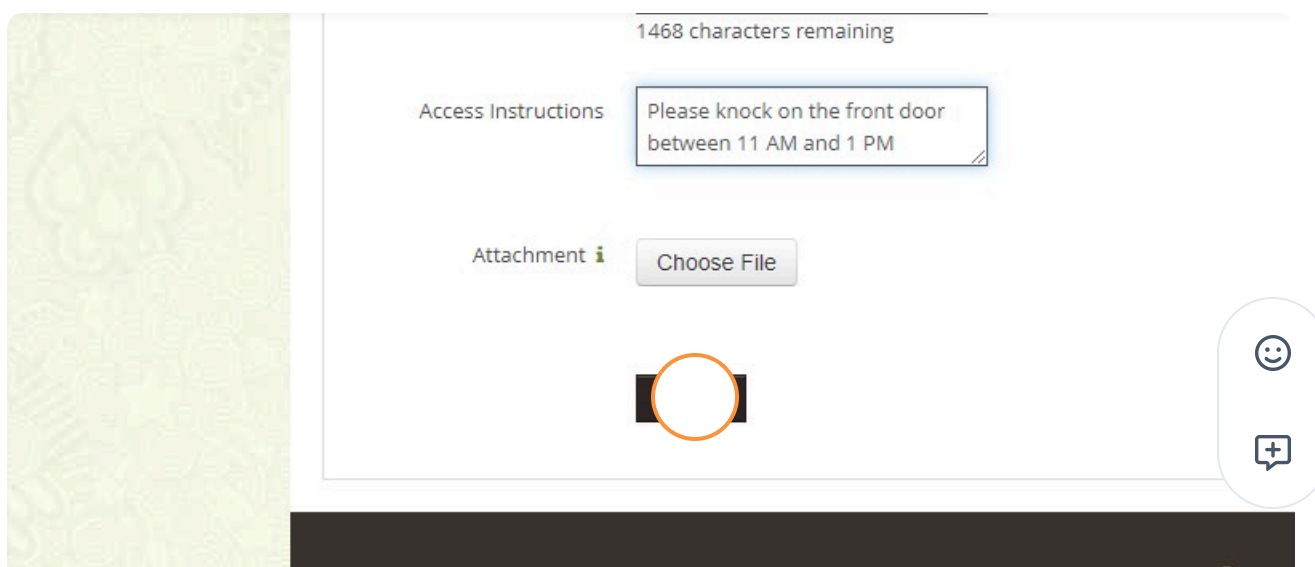1499 characters remaining

Access Instructions

12   Click the "Access Instructions" field to enter information you would like
          Property Management to know about accessing your apartment, i.e. best
          time, etc.

13   Click "Submit"
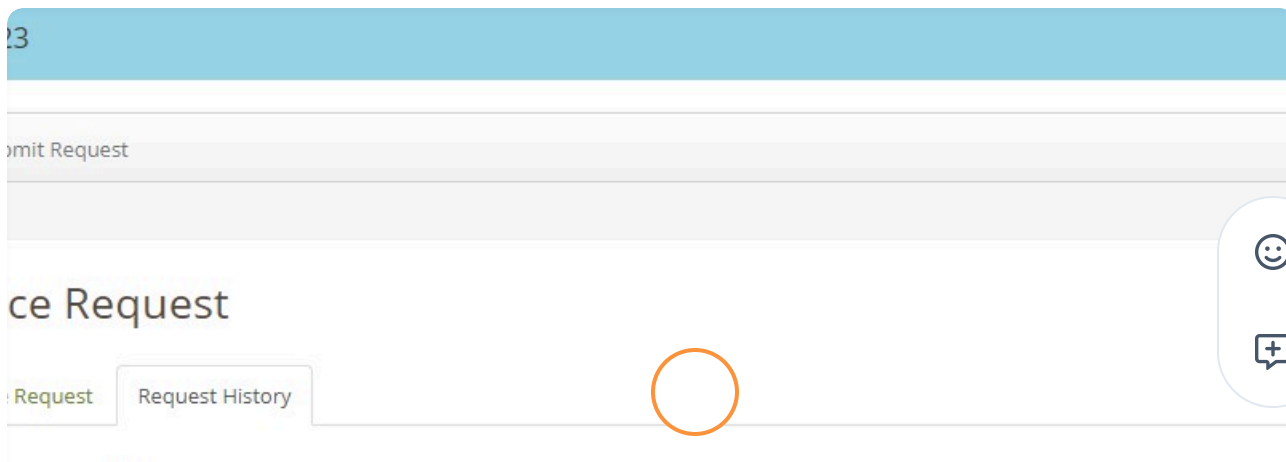
Austin, TX 787
(800) 999-877

14   Click "Request History"

Payments   Submit Request

Maintenance Request

Submit Maintenance Request   Re   tory

Category*   Select a Category   ∨

Sub Category   Select a Sub category   ∨

Location   ∨

Full Description*

15   You will now see all of your previous Maintenance Requests with Property
           Management.

23

mit Request

ce Request

Request   Request History

Requested	Category	Description	Status	Date Completed	Originator
7/17/2024	My Apartment	The ceiling fan is not working.	Web		Sheryl Bryant

16   Click "Home"

17   Click "Sign Out"

You've reached the end

Let Cody know you've finished this Scribe

↓

Mark as Complete
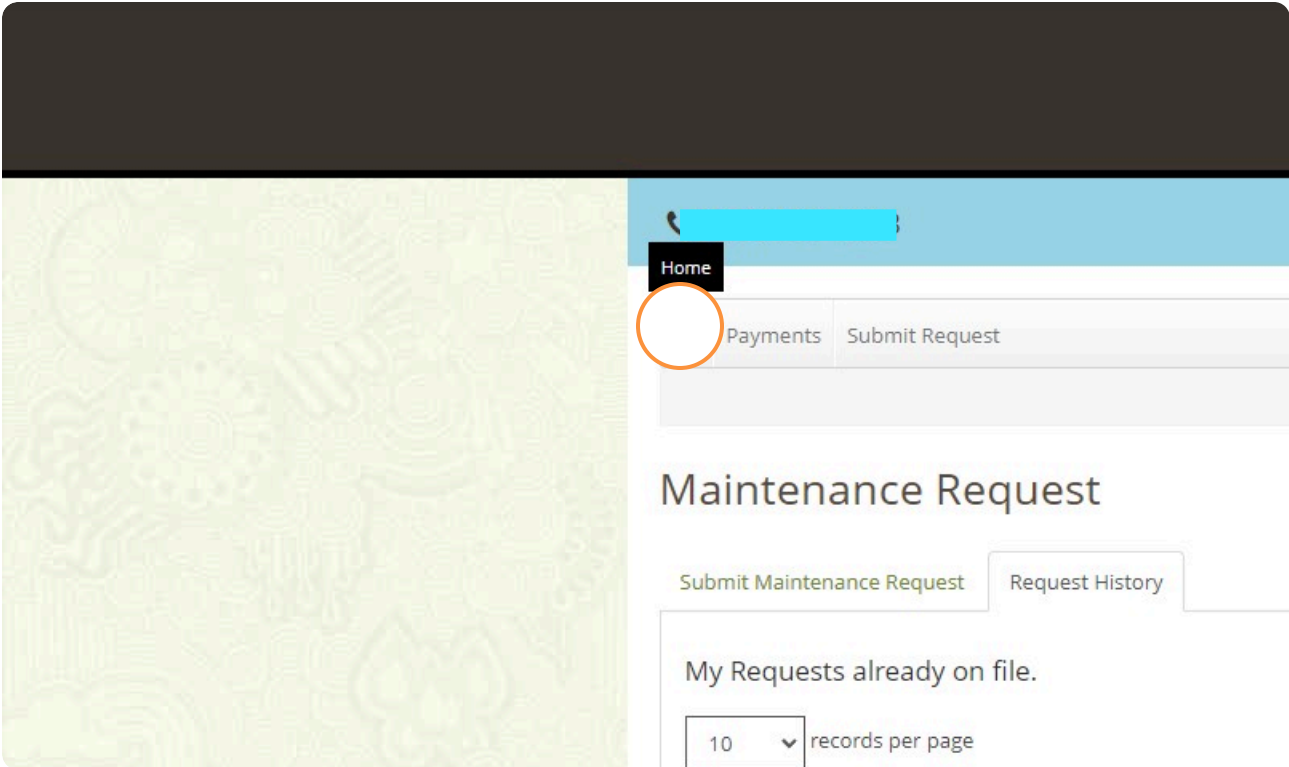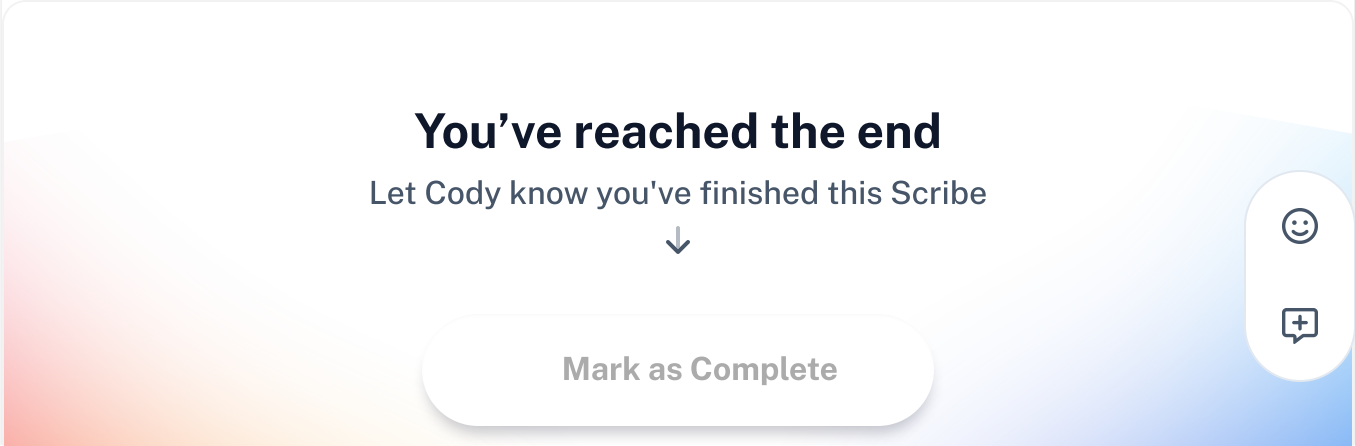
Residents

Welcome to Pathways at
Coronado Hills

Need help? Call 512-588-8298 or request support here:
https://forms.gle/FfVKVeu2tzDuuroV7

HACA Austin Pathways RentCafe v.01, July 19, 2024