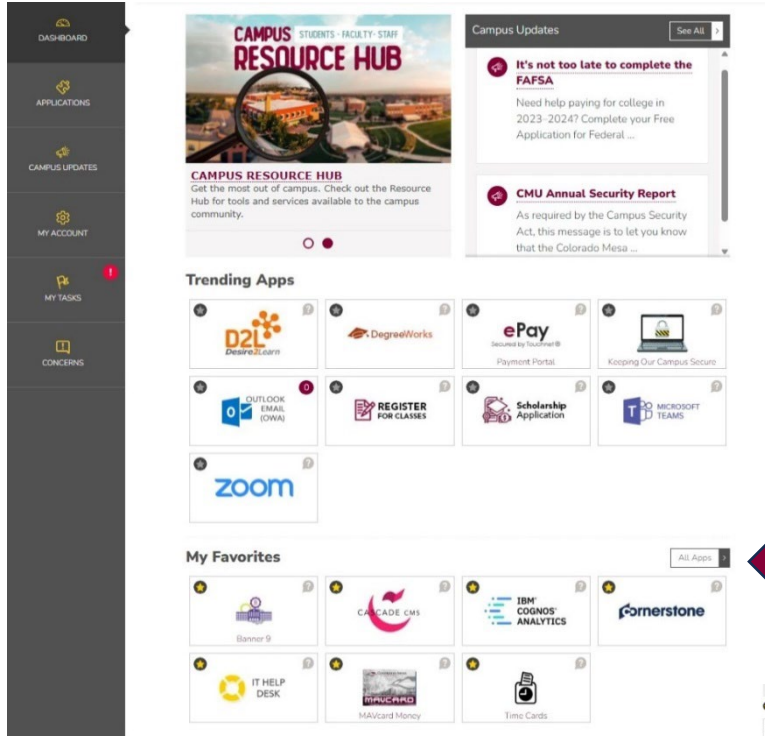


Maintenance Requests for Residents



Step 1.

Log into your Mavzone

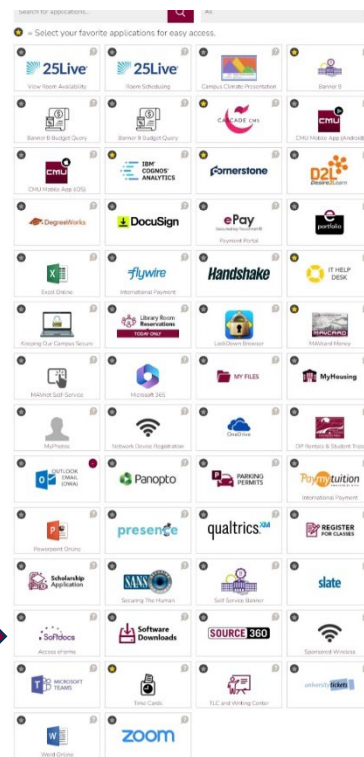
Step 2.

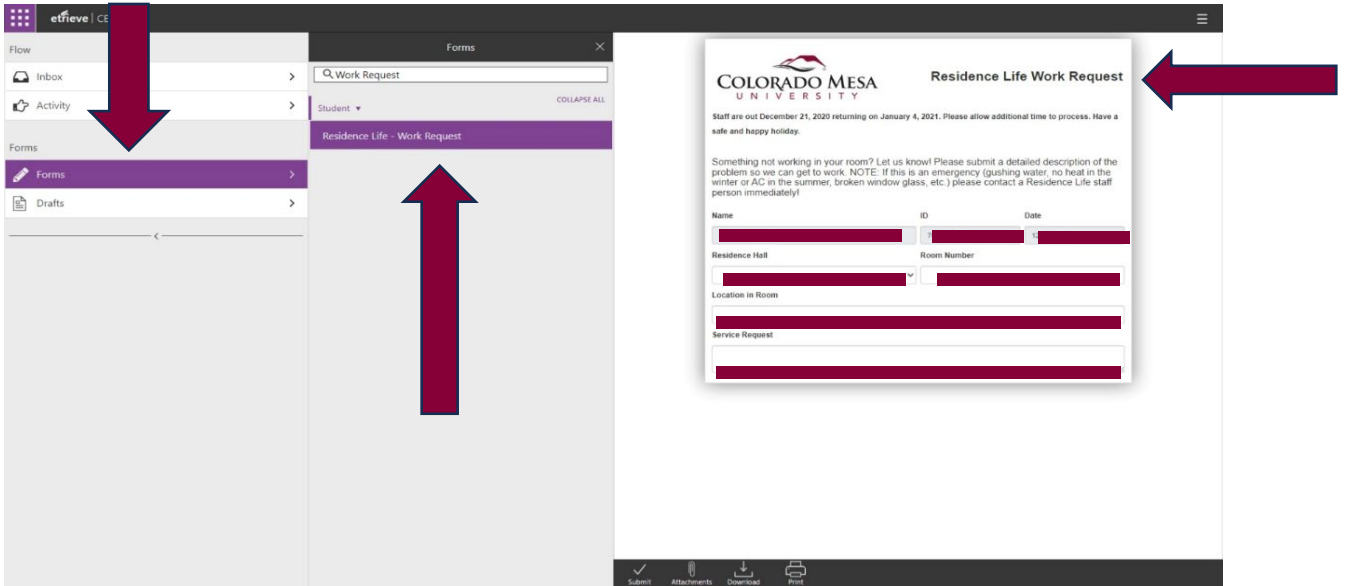
On your Dashboard, find the button near the “My Favorites” section that says “All Apps”



Step 3.

Once you're viewing “All Apps” find the application “Softdocs” and click on it





Step 4.

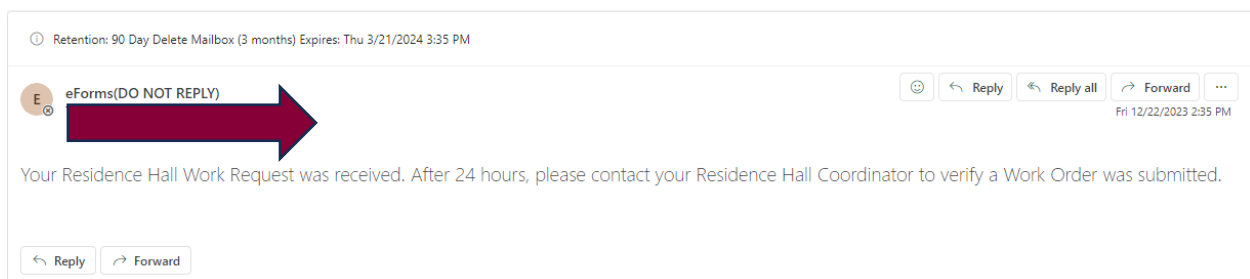
Once you open the application, select “Forms.”

Step 5.

In the search field, enter “Work Request” and select on the form titled “Residence Life – Work Request.”

Step 6.

Completely fill out the form using as much specific information as possible.



Step 7.

You will receive an email indicating that your work request has been received. Please wait at least 24 hours before following up on your work request with your Building Coordinator to confirm the work request was submitted.