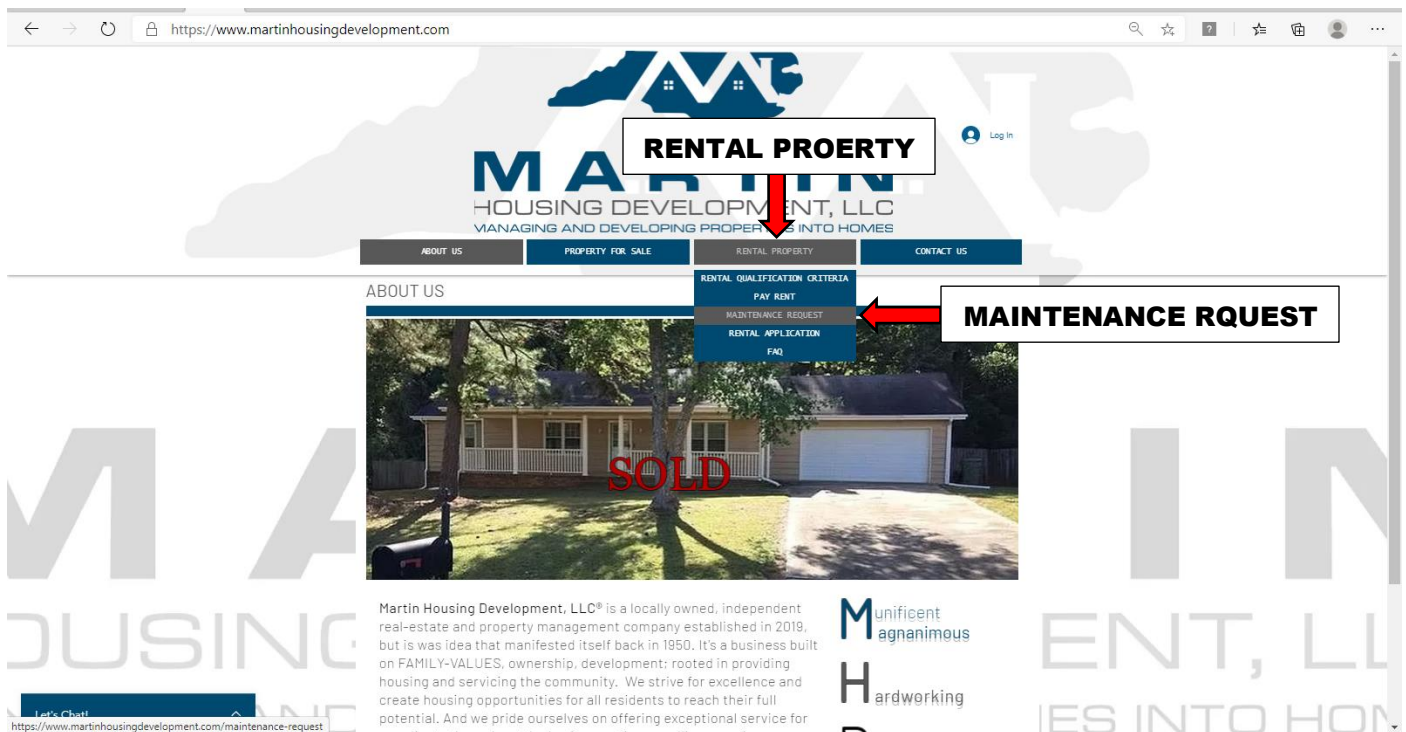


How do I report a repair, which needs to be done in the property?

“All Maintenance Requests” to Martin Housing Development (MHD) properties should be done via our website Maintenance Request form at www.martinhousingdevelopment.com – Maintenance Request; complete the form in its entirety. Although we prefer maintenance requests to be submitted online/web requests (which will be given priority), you may also submit a request by emailing us at martinhousingdevelopment@outlook.com. If you have an after-hours emergency, you may call our Martin Housing Development (MDH) after-hours support contact number @ 336-303-1372. This number is for **PROPERTY THREATENING EMERGENCIES ONLY**, not regular maintenance calls. Please call MHD rather than a repairing a maintenance problem yourself, except for specific circumstances provided by law you will not be allowed to deduct the cost of repair from your rent. If there is a problem, which was caused by you or your guests, such as an inappropriate item flushed down you will be charged for the repair.

HOW TO SUBMIT MAINTENANCE REQUEST:

1. You will need to **create a Martin Housing Development (MHD) Log In.**
2. Access the website: www.martinhousingdevelopment.com.
3. On the website Home Page, under the **“RENTAL PROPERTY BUTTON”**, select, **“MAINTENANCE REQUEST”**.



4. You will be taken to the MHD “**SIGN UP**” page; SIGN UP for a Martin Housing Development (MHD), **Log In**.

The screenshot shows a web browser window with the URL <https://www.martinhousingdevelopment.com/rental-property-1?lightbox=imagehjo>. The page title is "Sign Up". Below the title, it says "Already a member? [Log In](#)". There are three sign-up options: "Sign up with Facebook", "Sign up with Google", and "Sign up with email". Red arrows labeled 4a, 4b, and 4c point to these options respectively. Below the options, it says "By signing up, you agree to our [Terms of Use](#) and [Privacy Policy](#)."

4a. If you have **FaceBook** account, select “**Sign Up with Facebook**”; you can Sign Up with your username and password to create your **MHD Log In** credentials profile.

4b. If you have a Google account, select “**Sign Up with Google**”; you can Sign Up with your username and password to create your **MHD Log In** credential profiles.

4c¹. Or, you will need create a new **MDH Sign Up – Log In** with your email address. You will be taken to MHD Sign Up form page – **Complete form**.

The screenshot shows a web browser window with the URL <https://www.martinhousingdevelopment.com/pay-rent>. The page title is "Sign Up". Below the title, there are four input fields: "First Name", "Last Name", "Email", and "Password". Red arrows point to each of these fields. Below the input fields is a black button labeled "Sign up". Below the button, it says "Already a member? [Log In](#)".

4c². Enter First, Last name, Email address, and create a password; then select **SIGN UP**.

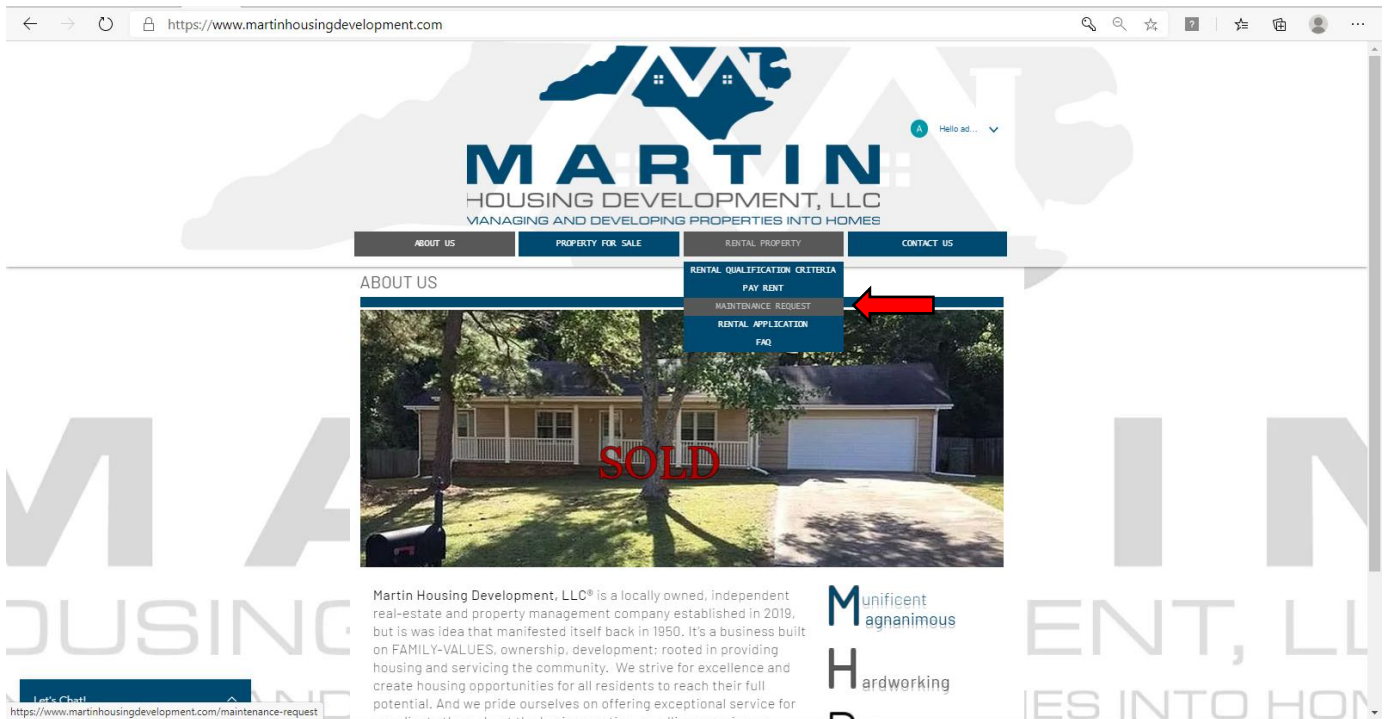
5. Your MHD Log In will be created and the system will **automatically Log you In.**

The screenshot shows the Martin Housing Development, LLC website. The header features the company logo and name, along with a navigation bar containing links for 'ABOUT US', 'PROPERTY FOR SALE', 'RENTAL PROPERTY', and 'CONTACT US'. A user is logged in, indicated by a dropdown menu showing 'Hello adr...'. A red arrow points to this dropdown with a callout box that says 'YOU ARE LOGGED IN'. Below the header, the 'Properties' section displays a brick condo with red shutters. To the right of the image, text indicates the property is 'RENTED: NOT AVAILABLE' and provides details about its features and location. A 'Let's Chat!' button is visible in the bottom left corner. The Windows taskbar at the bottom shows the time as 3:02 PM on 9/26/2020.

IMPORTANT NOTE: You will need to use your **MDH Log In**, username and password every time to submit a **“MAINTENANCE REQUEST”** or/and to use the **“PAY RENT”** PORTAL.

The screenshot shows the Martin Housing Development, LLC website. The header features the company logo and name, along with a navigation bar containing links for 'ABOUT US', 'PROPERTY FOR SALE', 'RENTAL PROPERTY', and 'CONTACT US'. A 'Log In' button is visible in the top right corner, with a red arrow pointing to it and a callout box that says 'CLICK HERE TO LOG IN'. Below the header, the 'ABOUT US' section displays a photo of a house with a 'SOLD' sign in the foreground. To the right of the photo, text describes the company's history and mission. A 'Let's Chat!' button is visible in the bottom left corner.

6. Once Logged In, select **“MAINTENANCE REQUEST”**.




7. Complete, **“MAINTENANCE REQUEST”** form. **UPLOAD** pictures, if available; provide tenant **AVAILABILITY** (date and time can be adjusted to desired availability), **DESCRIPTION OF REQUEST** and all required information within form. Select, **“SUBMIT REQUEST”**.

A screenshot of the Martin Housing Development, LLC website showing the 'MAINTENANCE REQUEST FORM'. The browser address bar shows 'https://www.martinhousingdevelopment.com/maintenance-request'. The website header is the same as in the previous image. The navigation menu is also the same. A red arrow points to the 'MAINTENANCE REQUEST FORM' title. The form contains the following fields: *First Name, *Last Name, *Phone Number (with a US flag icon), Email Address, *Property Address/Unit Number, *Street Address, Address line 2, *City, *State, *Postal / Zip Code, and *Country. There are two sections for tenant availability: *Option 1: Tenant Availability and *Option 2: Tenant Availability, each with a 'Select Date...' dropdown. A red arrow points to the 'COMPLETE FORM' button, which is located at the bottom left of the form area. At the bottom left of the website, there is a 'Let's Chat!' button.

← → ↻ <https://www.martinhousingdevelopment.com/maintenance-request> 🔍 ☆ 📄 ☆ 🗑️ 👤 ⋮

* Property Address
2008 Boulevard Park


MARTIN
 HOUSING DEVELOPMENT, LLC
 MANAGING AND DEVELOPING PROPERTIES INTO HOMES

[ABOUT US](#) | [PROPERTY FOR SALE](#) | [RENTAL PROPERTY](#) | [CONTACT US](#)

* Option 1: Tenant Availability

< April 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
12				24		

Submit Request

Let's Chat! ^

← → ↻ <https://www.martinhousingdevelopment.com/maintenance-request> 🔍 ☆ 📄 ☆ 🗑️ 👤 ⋮

* Property Address
* Street


MARTIN
 HOUSING DEVELOPMENT, LLC
 MANAGING AND DEVELOPING PROPERTIES INTO HOMES

[ABOUT US](#) | [PROPERTY FOR SALE](#) | [RENTAL PROPERTY](#) | [CONTACT US](#)

* Option 1: Tenant Availability

* Option 2: Tenant Availability

Upload Images

* Describe the Nature of the Problem

* Emergency
☐ Yes ☐ No

Submit Request

Let's Chat! ^

AVAILABILITY¹

UPLOAD IMAGES

PROVIDE DESCRIPTION

SUBMIT REQUEST

AVAILABILITY?
NOTE: DATE
AND TIME CAN
BE ADJUSTED
FOR DESIRED
AVAILABILITY

UPLOAD IMAGES

PROVIDE DESCRIPTION

SUBMIT REQUEST

IS THIS AN EMERGENCY? (YES/NO)

7a. All fields within form must be completed in its entirety or you will not be able to submit request.

NOTICE: **ADJUST DATE AND TIME FOR FUTURE AVAILABILITY ACCORDINGLY.**