

MPHOA HOMEOWNER PORTAL




MY ITEMS - SUBMIT A REQUEST

SUBMIT A REQUEST

Do you have a request? The "Submit a Request" feature of the portal allows homeowners to quickly and efficiently communicate with the HOA when you are in need. The following requests can be made:

- ◆ Architectural Application
- ◆ Common Property Work Request
- ◆ Billing Questions
- ◆ Cost Share
- ◆ Fee Waiver Requests
- ◆ Property Inspection Request
- ◆ Yard Debris Bin Request
- ◆ General Question

STEPS TO SUBMIT A REQUEST

1. On the left-hand dashboard click "My Items" 
2. Next click "Submit a Request" (beneath title)
3. Choose "General Request" or "ARC Request"
4. Select your property
5. Use the drop down menu to choose a type of request
6. Type in your reason for the request
7. Attach any necessary files
8. Click "Submit Form"

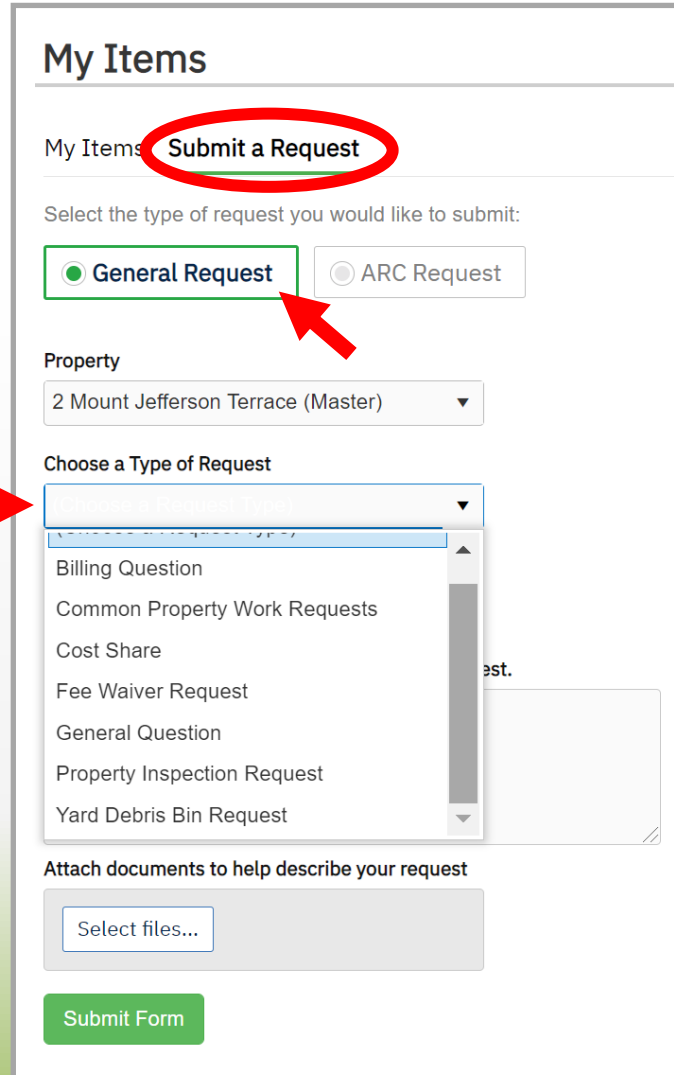
VIDEOS

- [How to Submit a General Request](#)
- [How to Submit an Architectural Application](#)

FAQs

If I submit an ARC Request, do I still need to submit the full Architectural Application?

Yes. At this time, we still require homeowners to complete the architectural application form. Please attach that document when you submit a request through the portal.



My Items

My Items **Submit a Request**

Select the type of request you would like to submit:

General Request ARC Request

Property
2 Mount Jefferson Terrace (Master)

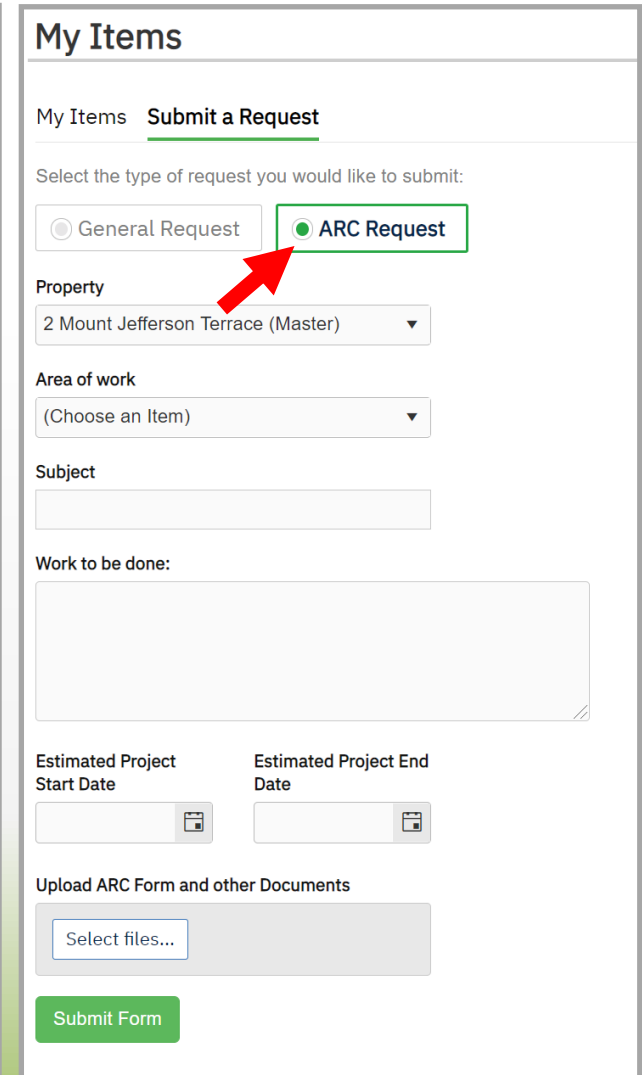
Choose a Type of Request

- Billing Question
- Common Property Work Requests
- Cost Share
- Fee Waiver Request
- General Question
- Property Inspection Request
- Yard Debris Bin Request

Attach documents to help describe your request

Select files...

Submit Form



My Items

My Items Submit a Request

Select the type of request you would like to submit:

General Request ARC Request

Property
2 Mount Jefferson Terrace (Master)

Area of work
(Choose an Item)

Subject

Work to be done:

Estimated Project Start Date

Estimated Project End Date

Upload ARC Form and other Documents

Select files...

Submit Form