

TENANT PORTAL

MAINTENANCE REPORTS

This tab is more for tenants that have already moved-in.

Should anything happen in your building that requires maintenance and it is not an emergency than please click the blue button labelled [New Maintenance Request].

If you do have an emergency please follow the emergency procedures outlined on the Emergency Procedures sheet we gave you upon move-in.

Note:

- There is also a magnet on the fridge in each building with our emergency contact information on it.
- Please use your own discretion and common sense when deciding what qualifies as an emergency and what does not.

Once you have filled out a request it will keep a record in the area below labelled **Maintenance History**.

