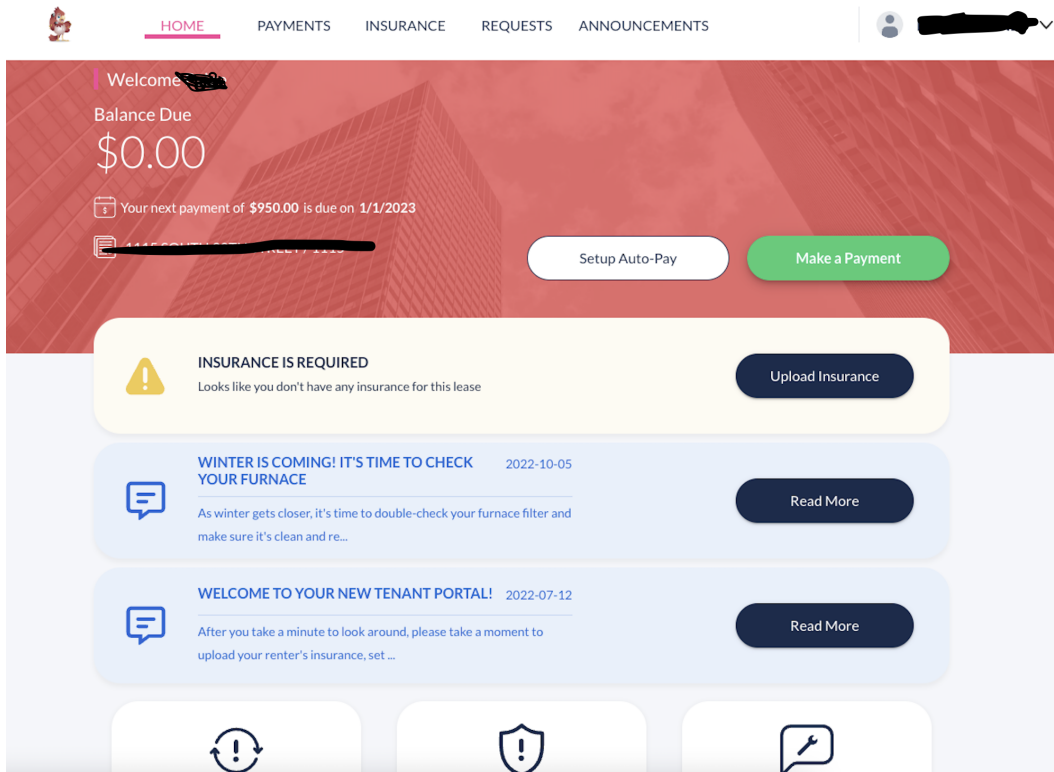
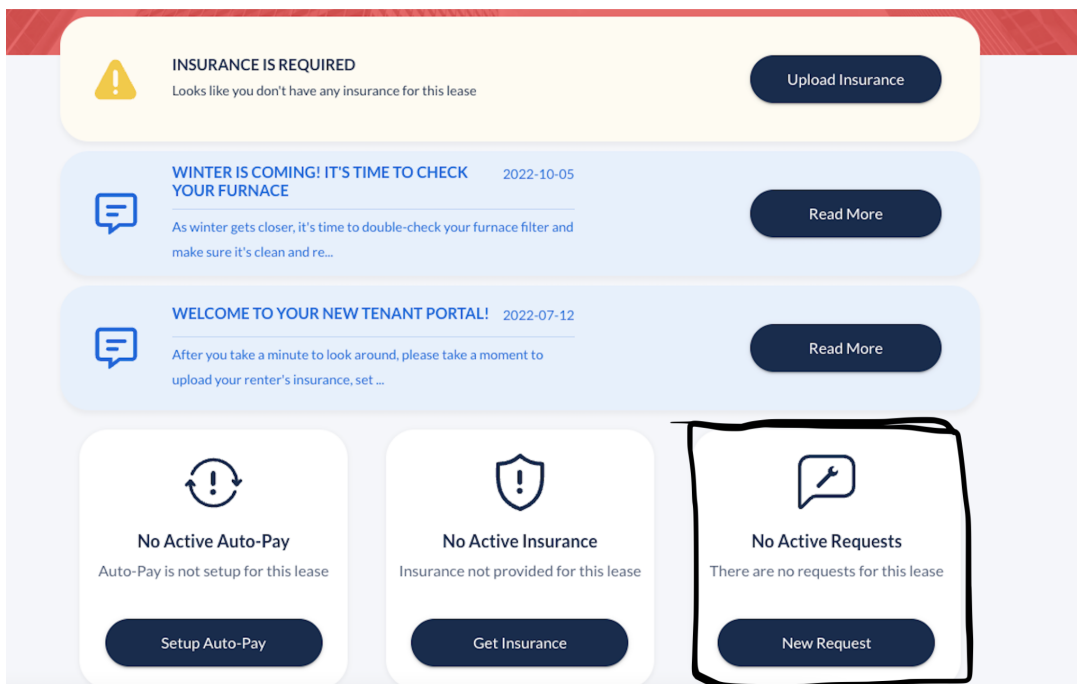


Making a work order on the tenant portal:

You open your tenant portal and see the main homepage as follows:



In order to make a request simply scroll down and click here:



When you click that box you will be prompted to this page:
Simply fill out all the information described - and press save.
Your landlord will be notified that you filled this out.

What is this request about?

Subject *

Broken Door

Please provide a detailed description of your request:

Description

My door broke

Additional Information

Access to the unit will be needed


Entry Notes

if any entry notes are needed please include here:

below attach any photos for the landlord to clearly see the issue

Files and Documents

Any photos / files related to this request?

 Drag files or [Click here](#) to upload

Cancel Save