

# Brookfield

## Service Requests On-line Tenant Contact Information

Company Name \_\_\_\_\_

Suite \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Tenant Contact Name \_\_\_\_\_

Email Address \_\_\_\_\_

Password Requested \_\_\_\_\_

*Please complete the above information and forward to the Management Office at your convenience. This individual may also receive general building notifications (i.e., elevator outages) unless otherwise noted.*

**UPON RECEIPT OF THE ABOVE INFORMATION, you will be eligible to log into our web-based tenant work order system....**

### **Benefits to Tenants of an On-line Tenant Service Request Application**

- On-line access to enter requests
- On-line access to status information regarding your request.
- Immediate feedback on billing information when your request is complete.
- E-mail notification of completed requests with billing information where applicable.

### **Instructions for submitting an On-line Service Request**

- Access the Brookfield Office Properties home page ([www.brookfieldofficeproperties.com/tenants](http://www.brookfieldofficeproperties.com/tenants)).
- Navigate to **your building**.
- Select **Tenant Resources**.
- Select **Service Request**.
- Type in your **email address** with your **password**.  
(You will be receiving an email indicating your password when On-line.)
- Select your **Service**.
- Your request will immediately be dispatched and you will receive confirmation of completion via email.

Please consult your lease for billable services or contact the management office with questions. If you find that you are having trouble accessing this site on your own, please feel free to call the management office and/or to schedule a hands-on orientation.