

# Tenant Service Request Portal



**EXCITING NEWS!**



**We're pleased to introduce our new  
Tenant Service Request Portal**

<https://www.portoftacoma.com/servicerequest>

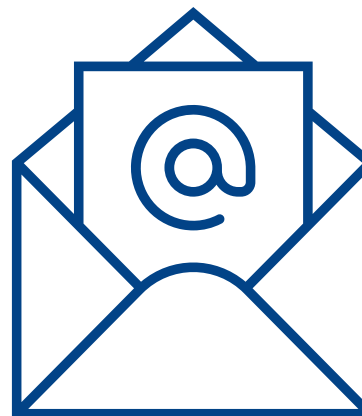


## Webform

Simple webform collects  
all necessary information to  
expedite your request and route  
to your property manager

## Email Updates

When your request is created,  
as it progresses, and when  
it is completed, updates will  
be automatically sent via email



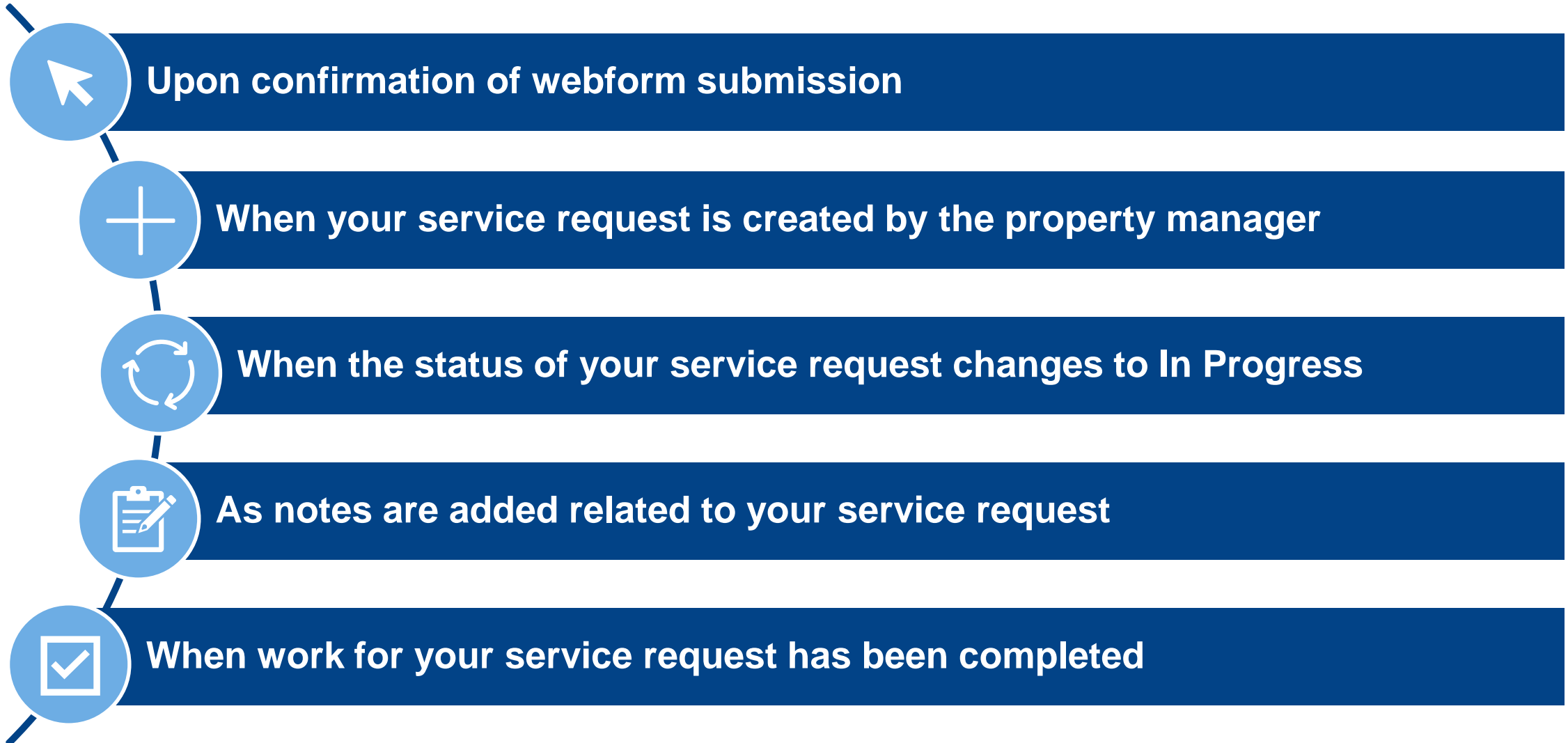
Tenant Contact Information	
Name *	<input type="text"/>
Company *	<input type="text"/>
Email *	<input type="text"/>
Phone *	<input type="text"/>
About the Service being requested	
Address where service needs to be performed *	<input type="text"/>
What service is being requested? *	<input type="text"/>
Give a detailed description of service being requested. *	<input type="text"/>
Who is your contact at the Port or the NWSA? *	
<input type="text" value="- Select -"/>	



## To submit a service request:

- ➊ Navigate to <https://www.portoftacoma.com/servicerequest>
- ➋ Complete and submit the Service Request form
- ➌ Send any supporting photos that could help the technician locate or resolve your request to your Port or NWSA Property Manager via email

# Email Updates





**In the event of a maintenance emergency, please contact your Property Manager directly by phone.**

- ❖ Fire
- ❖ Gas Leak
- ❖ Carbon Monoxide
- ❖ Flooding
- ❖ No Electricity
- ❖ No Water

# Billing Inquiries



## Port of Tacoma Tenants:

Email questions to [PortRealEstate@portoftacoma.com](mailto:PortRealEstate@portoftacoma.com)

## NWSA South Harbor Tenants:

Email questions to your Property Manager





# Thank you

## Questions & Discussion