



115 W Washington St,
Suite #210
Indinapolis, IN 46204

Service Portal Access

Company: _____
Suite: _____
Phone: _____

Name of Tenant: _____
Email: _____

Name	Yes	No
Admin Contact -- can grant permissions to submit requests, reservations, and announcements:		
Accounting Access -- permission to approve estimates and view accounting information:		
Tenant Request -- has permission to enter service request for the tenant:		
Building		
Announcements -- would like to be included in the building announcements:		
COI Requests -- a contact for management to send reminders for expiring or non-compliant COI's :		
Reservation Request -- permission to reserve building amenities:		
Vendor Access Request -- a contact for dock reservation and vendor approval:		
Emergency Contact -- contact for any after hour emergency calls:		

Authorized Signature: _____

PrintName: _____

PhoneNumber: _____ Date: _____

Alternate point of contact: _____

PLEASENOTE:

We will process your request in as timely a manner as possible. However, the standard completion time for this request is 48hours. If your request needs completed immediately to the Property Management Office at (317) 632-2626.