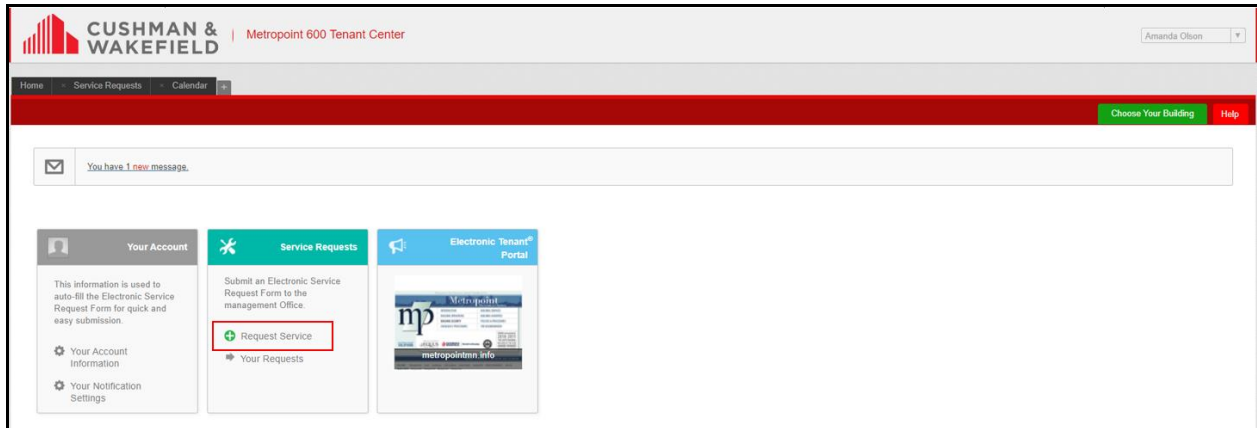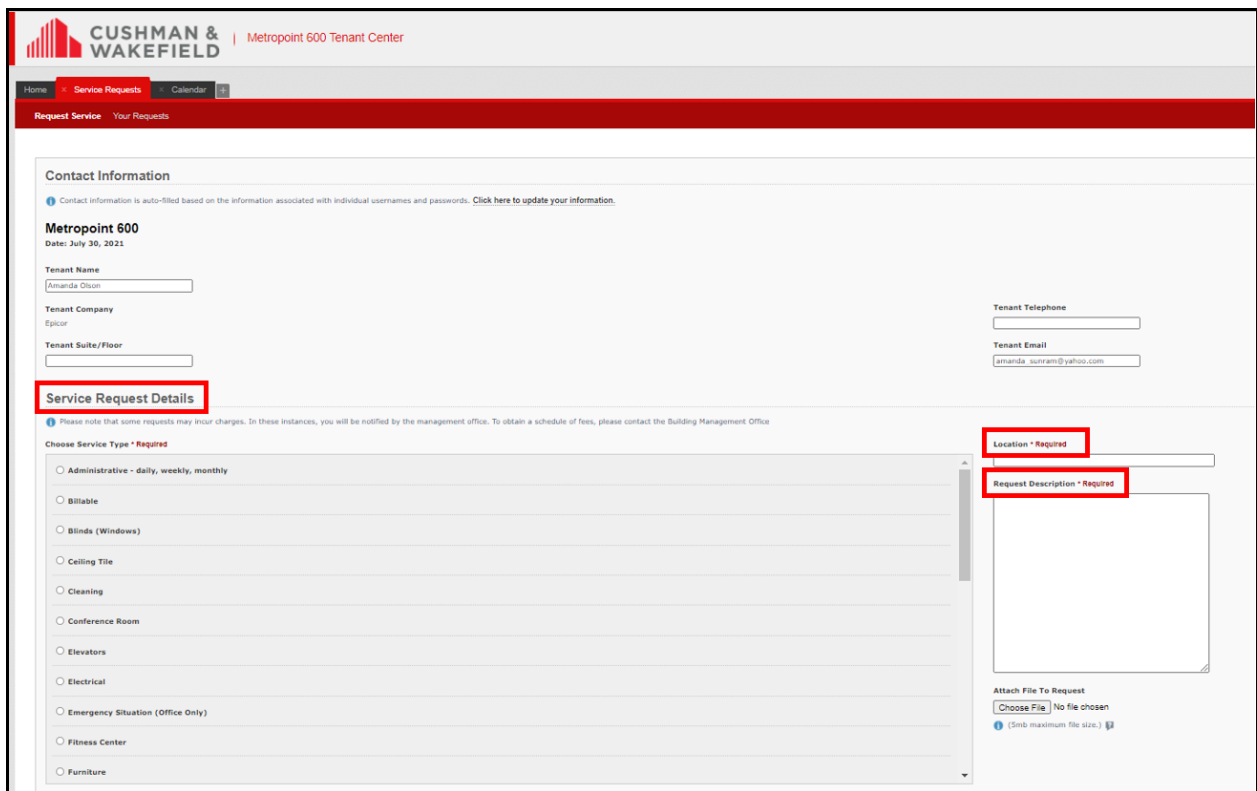# TENANT CENTER – SERVICE REQUESTS

To submit a Service Request via Tenant Center, click on "Request Service" on the Homepage.

Select your Service Request Details, enter Location, and input Request Description.

Click "SUBMIT REQUEST".

**Service Requests will be addressed by the Metropoint team as soon as possible, typically within 24 hours depending on the nature of the request.