

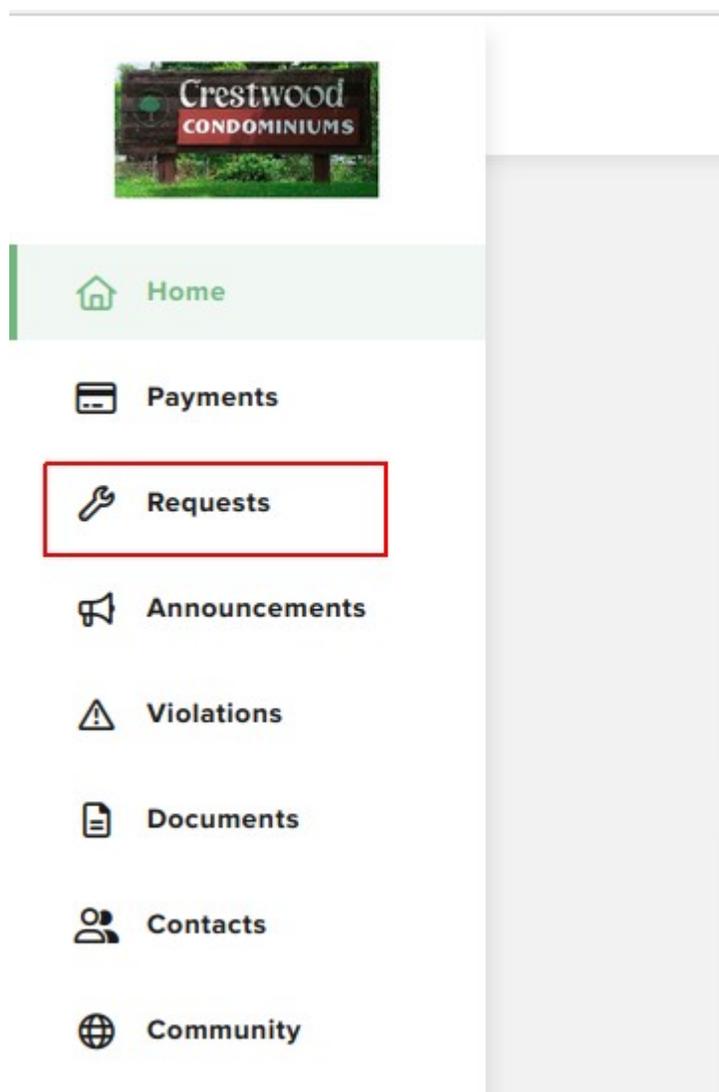
# Creating A Maintenance or General Request

1. Log into Buildium Resident Portal at:

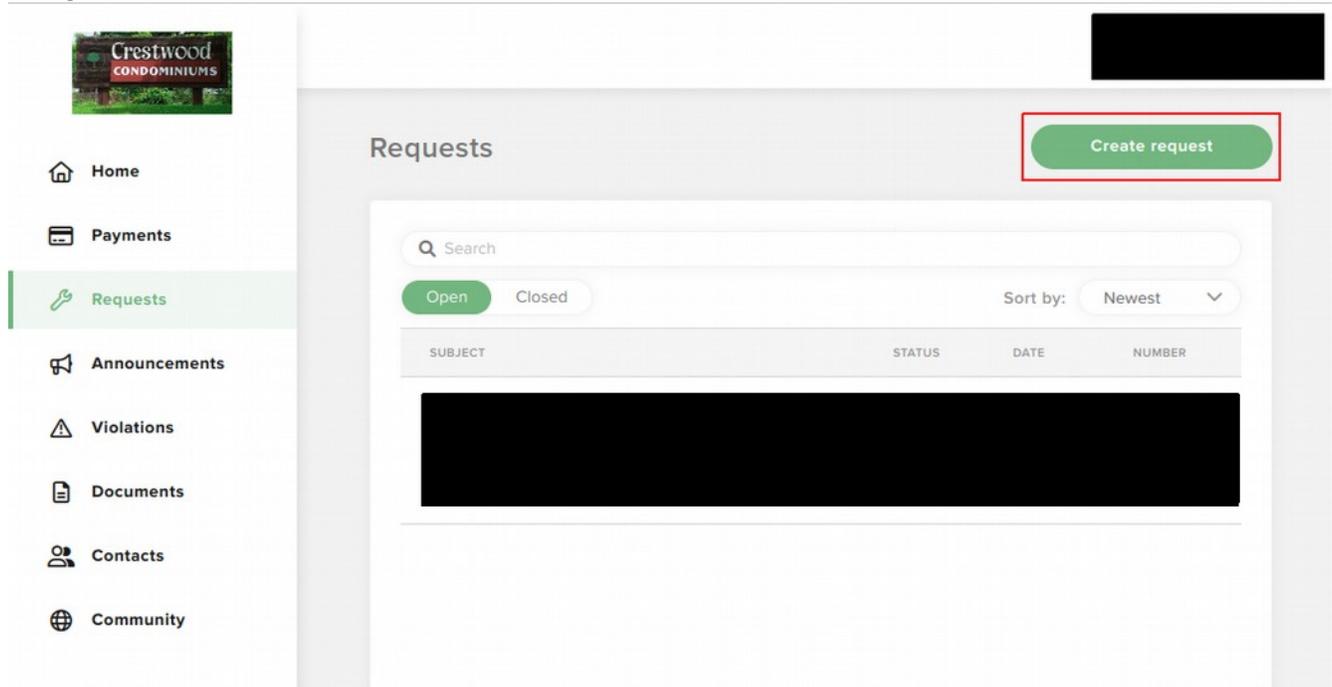
<https://crestwoodcondos.managebuilding.com/Resident/portal/>

or the Buildium application on your phone.

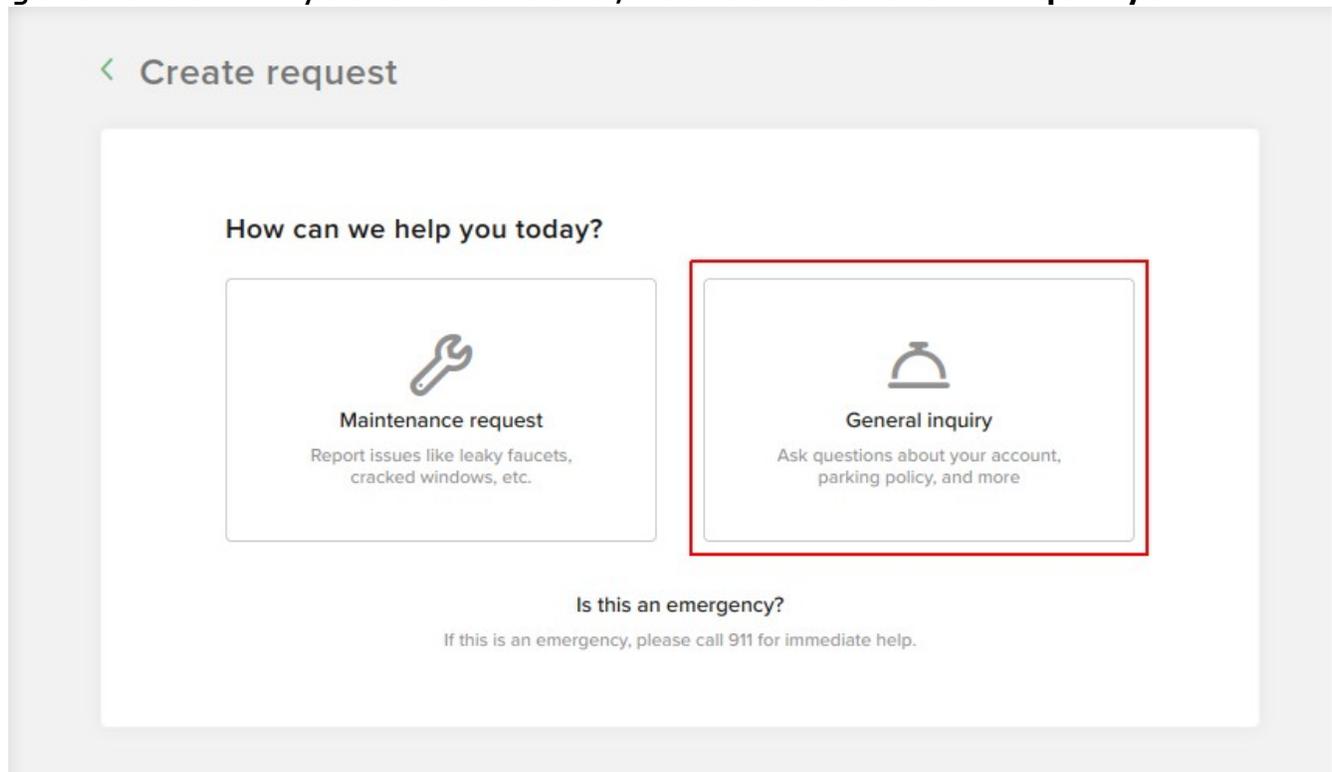
2. In the menu on the left side of the screen, select **Request**.



3. On the right side of the screen, click on **Create request**.



4. Click on the request type which matches the request to generate. If you are unsure, select **General inquiry**.



5. When the request form populates the screen, please fill in the information requested, starting with a subject and a description of the request. Note that a small amount of attachments may be added to the request.

**Request details**

Type

 General inquiry Change

1.

2.

Description

Attachments (Optional)

Drag & drop files here or  3.

4.

6. Finally, click on **Submit request** to submit the request to the association. This alerts all of the staff via email that a new request has been submitted to the queue.