<u>Creating A Maintenance or General</u> <u>Request</u>

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**.

奋	Home		
	Payments		
B	Requests		
ч	Announcements		
	Violations		
	Documents		
0	Contacts		
	Community		

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

	Crestwood					
â	Home	Requests			Create request	
	Payments	Q Search				
B	Requests	Open Closed		Sort by:	Newest V	
B	Announcements	SUBJECT	STATUS	DATE	NUMBER	
♪	Violations					
	Documents					
00	Contacts					
	Community					

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

How	can we help you today?	
	89	$\overline{\frown}$
	Maintenance request	General inquiry
	Report issues like leaky faucets, cracked windows, etc.	Ask questions about your account, parking policy, and more
	Is this an	emergency?

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.

General inquiry	Change
ubject	
escription	
ttachments (Optional)	
_	
Drag & drop files here or bro	owse ³ .

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.