MEMORIAL CITY

9753 Katy Freeway

MCity Work Order System
SET-UP REQUEST FORM

Date: _____

Company: _____

Address/Suite: _____

Tenant service requests should be entered via the MCity Work App's work order system. You will be able to submit your service requests by downloading the MCity Work App on the App Store.



Entering work orders this way will enable our staff to respond quickly to your requests as a work order will automatically be generated and put in line for servicing. This service will also allow you to track the progress of a specific request through completion. Additionally, it allows both Tenant and Landlord the ability to review the history of the requests.

Please designate two (2) Tenant Coordinators who will be the primary users to enter work orders. Please list their names below along with their email addresses. Each user will receive an email when they have been added to the system.

Name	User Name	Email Address

_____ _____

Approval Signature Date

Please drop off or email this form to the Property Management Office.