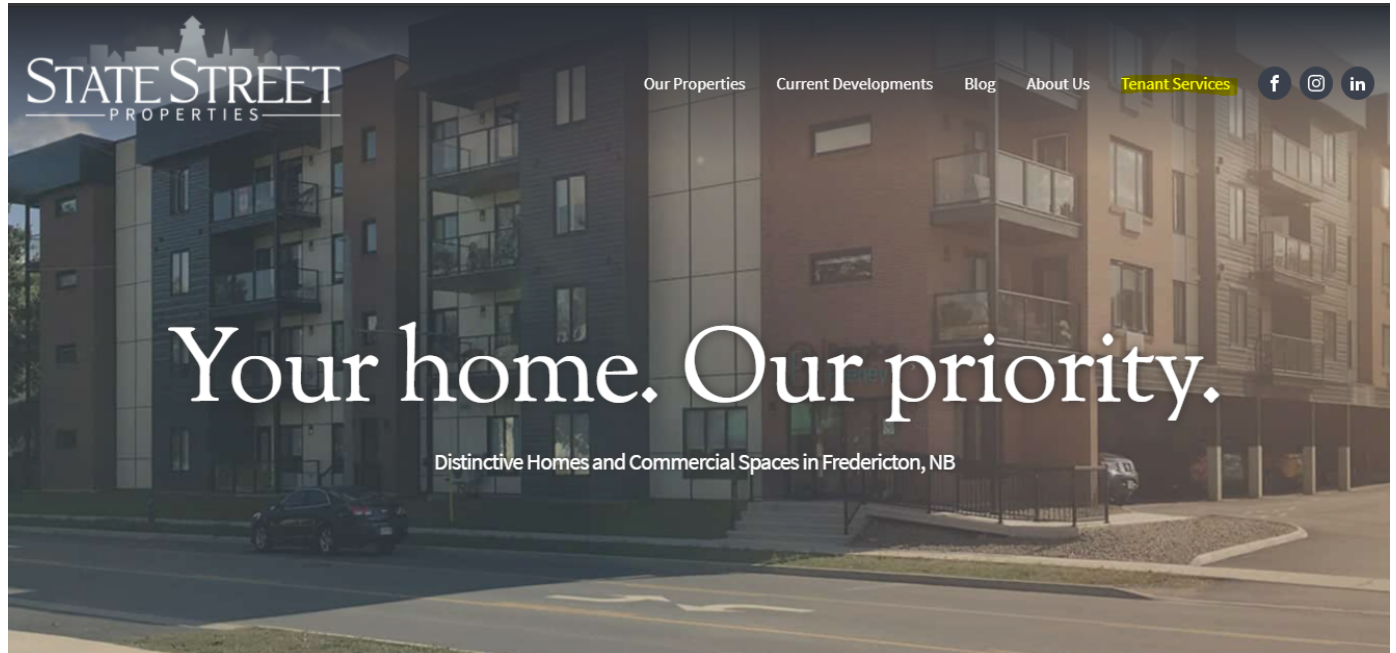


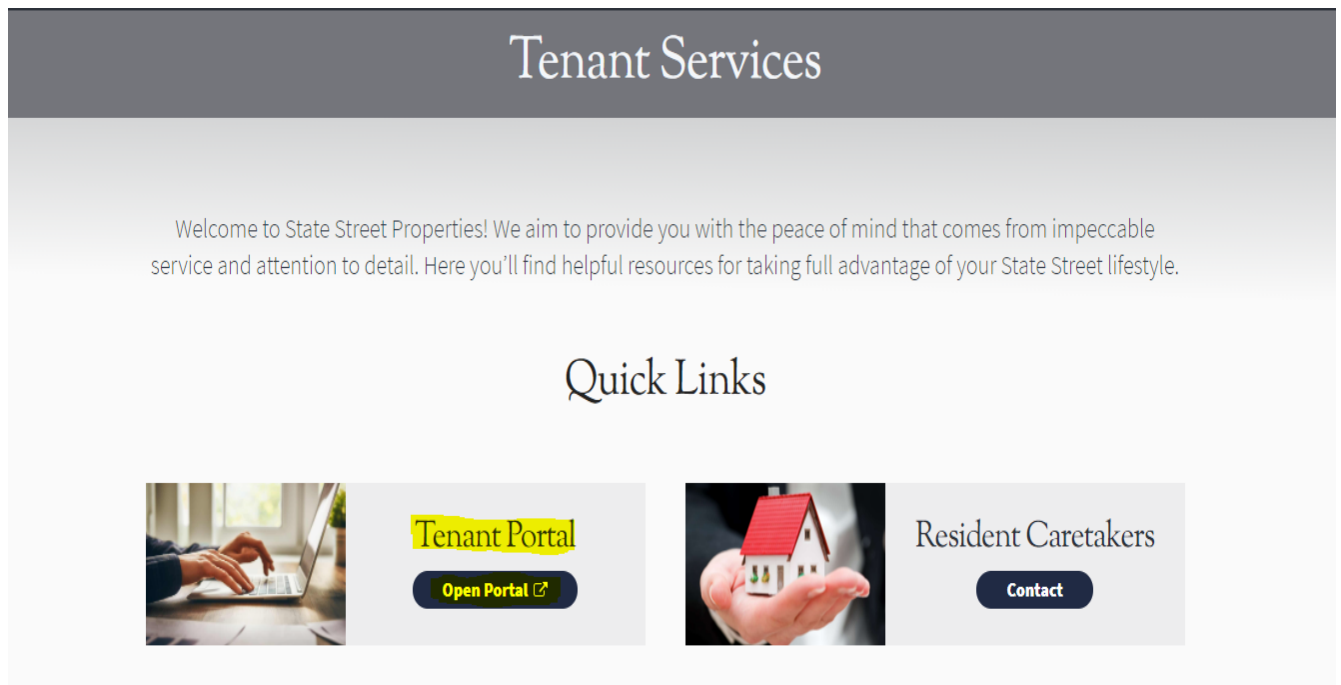
How to send a Maintenance Request using the Tenant Portal:

Visit www.statestreetproperties.ca

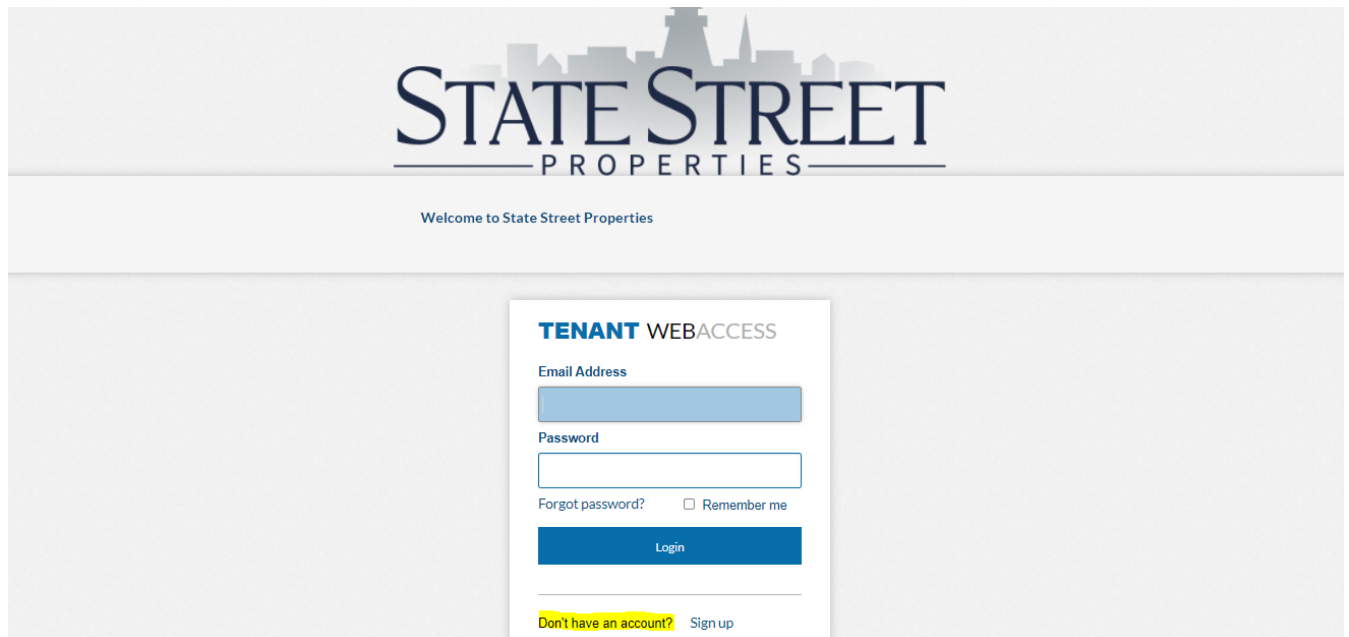
Find Tenant Services on the top, left of the menu bar, and click. Shown here:



Click the Tenant Portal button. Shown here:



The Portal looks like this, enter your email address and password if you have already created an account. If you have not created an account; click [sign up](#), indicated by the lower arrow.



The image shows the login page for State Street Properties. At the top is the company logo. Below it is a welcome message. The main content is a login form titled 'TENANT WEBACCESS'. It contains fields for 'Email Address' and 'Password', a 'Forgot password?' link, a 'Remember me' checkbox, and a 'Login' button. At the bottom of the form is a yellow link that says 'Don't have an account?' followed by a 'Sign up' link.

STATE STREET
PROPERTIES

Welcome to State Street Properties

TENANT WEBACCESS

Email Address

Password

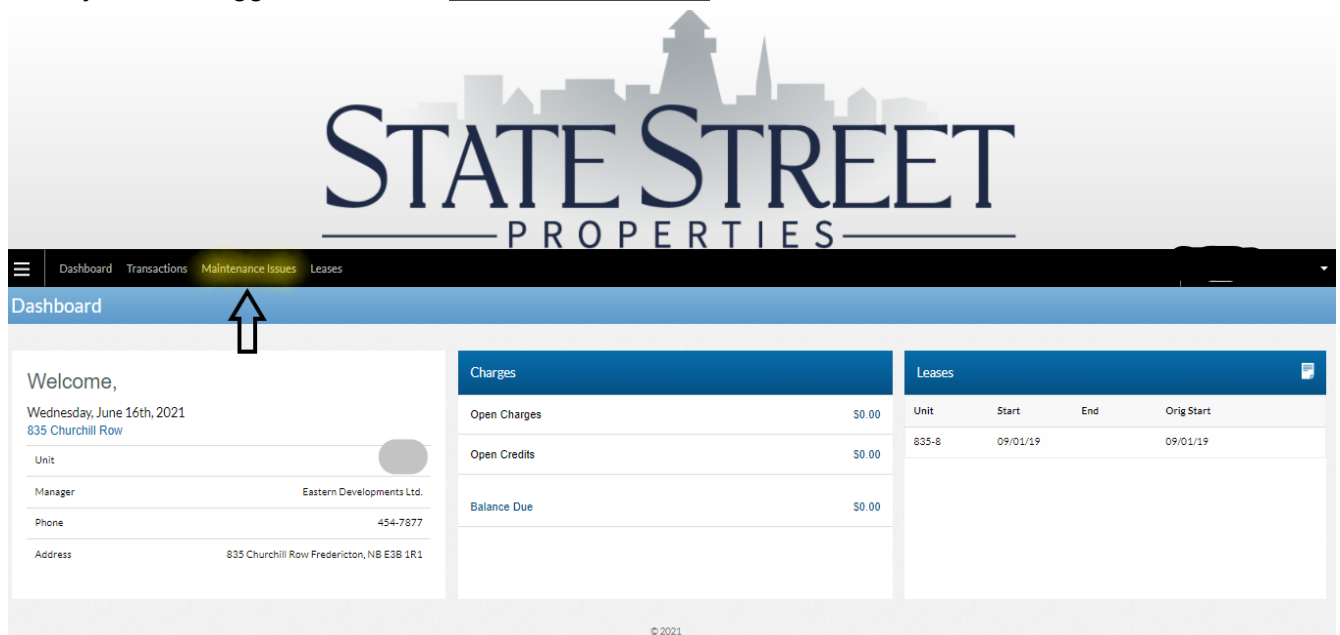
Forgot password? ☐ Remember me

Login

Don't have an account? Sign up

When creating an account for the Portal you will require your account number. This can be found on the Welcome Letter you received during your Move In. Please call the office if you need help finding your account number.

Once you have logged in, find the **Maintenance Issues** tab here:



The image shows the dashboard of the State Street Properties portal. At the top is the company logo. Below it is a navigation bar with tabs: 'Dashboard', 'Transactions', 'Maintenance Issues', and 'Leases'. The 'Maintenance Issues' tab is highlighted with a yellow background and an arrow pointing to it. Below the navigation bar is a 'Dashboard' section with a welcome message, a date, and a unit number. To the right of the welcome message is a 'Charges' table with columns for 'Unit', 'Start', 'End', and 'Orig Start'. Below the charges table is a 'Leases' table with the same columns. The bottom of the page has a copyright notice.

STATE STREET
PROPERTIES

Dashboard Transactions Maintenance Issues Leases

Dashboard

Welcome,
Wednesday, June 16th, 2021
835 Churchill Row

Unit

Manager Eastern Developments Ltd.

Phone 454-7877

Address 835 Churchill Row Fredericton, NB E3B 1R1

Unit	Start	End	Orig Start
835-8	09/01/19		09/01/19

© 2021

On this page, you will be able to see the history of requests that you have submitted through the portal.

Click here to add a Maintenance Issue: This is for Non-Urgent Issues only!

STATE STREET PROPERTIES

Dashboard Transactions Maintenance Issues Leases

Maintenance Issues

Open/Closed: Open And Closed From Date: 6/16/2020 To Date: 6/16/2021

10 items per page

Add Maintenance Issue

Filter

#	Date	Closed	Status	Subject	Description
20786	6/15/2021 9:45 AM	✓		Faucet dripping, or other issue	System test - with photo

Showing 1 to 1 of 1 entries

10 items per page

© 2021

- Stop and read the description - 1
- Select an issue from the drop-down menu - 2
- Enter a description of the maintenance issue - 3
remember to indicate permission to enter your apartment or townhouse if you are not at home, this will decrease our response time.
- Attach photos if you prefer, click Add Attachment -(optional)

Hello, This service is for Non-Emergency Issues only, as described below. For urgent issues please call the office 506-454-7877 or your Resident Caretaker if this is after hours. Thank you. ***** Please indicate in the description whether we have permission to enter if you are not at home, this will speed our response time. *****

Open Date
6/16/21 9:45 AM

Subject

Plugged or slow drain in a sink, or bathtub

Description

Add Attachment

Add Maintenance Issue

Cancel

When you are finished, click Add Maintenance Issue - 4.

You will now see the submitted Maintenance Issue in your list.

You may log in to your account and check the status of your request at any time.