

AT LANSDOWNE WOODS

HOW TO DO A IN-UNIT SERVICE REQUEST ON BUILDINGLINK



HOW TO DO A IN-UNIT SERVICE REQUEST ON BUILDINGLINK



From the home page click on the "My Repair Requests" tab.

At the next screen you will click on **"Submit Repair Request"** tab. Also, on this screen if you select **"Include Closed Repair Requests"** you can view all your repair requests.

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At the screen click on "**Request Category**" tab. You will get a drop-down list. All the buildings are listed by their initials so make sure you chose "**PR In-Unit Service**".

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My Deliveries	Contact Phone Number:	BR In-Unit Service BR Pests	.431.4377				
My Building	Your Email Address(es) for Request	BR Plumbing MG Common Areas (Building)					
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0 NeighborNet	Permission to Enter?	PR Building & Grounds PR Building Equipment	y a semi-colon				
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Below that is a **"Optional Select a Sub-Category**" tab. This lists only **PR** options, and you can use if you like but it is optional.

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🚊 Resident Services		Category:	PR In-Unit Service PR Doorball Problem II IS	•						
My Repair Requests My Permissions To Enter Amenity Reservations		Problem Description: [4,000 Characters Remaining]	Optional - Select a Subcategory PR Appliance IUS PR Bathroom Toilet IUS PR Bathroom Sink IUS PR Conflict IUS	2						
My Deliveries		Urgency:	PR Clogged Drains IUS							
MyBuilding		Contact Phone Number:	PR Concierge-Snowbird IUS	31-4377						
Services & Offers		Your Email Address(es) for Notifications: Additional Email Address(es) (optional):	PR Doors and Locks IUS PR Electrical IUS							
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Next you will fill in the **"Problem Description**", this is where you can put what work you need done. As you see below, I have listed several items. You will **not** select the **"Urgency"** tab leaving it on low. Unless it is an emergency in that case please call the office. Below that is your contact information please make sure that is correct.

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Resident Services		Category:	PR In-Unit Service		
My Permissions To Enter Amenity Reservations	\longrightarrow	Problem Description: [3,928 Characters Remaining]	1. Heater bath teilet is clagged. 2. Change batteries in smoke detectors!		
My Deliveries		Urgency:	High ® Low		
My Building		Contact Phone Number:	(W)703-723-9666		
Services & Offers		Your Email Address(es) for Notifications: Additional Email Address(es) (ontional):	thedupulshouse@aol.com		
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Next is the **"Permission to Enter"** tab which tells us that it is okay to use the courtesy key. In the **"Entry Instructions"** tab you can write any instructions about entering your unit that you need us to know. This can also be used to remind us that you have a cat or dog.

There is an option to add a photo but that is not necessary but if you want to use it. When you are done click on the **"Send"** tab. Once you hit **"Send"** both the office and the engineers will receive an email notifying us of the work order.

