9807 Katy Frwy

RISE SET-UP REQUEST FORM

Date: _____

Company: _____

Tenant service requests should be entered via the RISE work order system. You will be able to submit your service requests by logging onto
https://portal.risebuildings.com/pm/login

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 that your Company submits thereby quickly isolating any repeating or chronic problems. The system will also allow our office to post notices to Tenants for holiday closures and other building events.

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 with their username and password.

	Name	Email Address
1.	_____	_____
2.	_____	_____

_____   _____
Approval Signature   Date

Please complete all sections and submit form to your office manager for processing

Own the office with our tenant experience app, MCity Work.

Your intuitive experience awaits.
Sign up now.

Step 1

Scan the QR code below to download the app, and turn on notifications for the best experience.
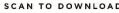
Step 2

Open the MCity Work app, and follow the instructions to create a new account.

Step 3

You will receive an email prompting you to log in to start enjoying the MCity Work app!

SCAN TO DOWNLOAD

Download on the App Store

GET IT ON Google Play

- Amenity Reservations
- Perks
- Events
- Management Updates
- Work Orders
- And more!

Submit Work Order · Events · Amenities · Express Shuttle

Recent Updates   See All

Welcome to Memorial City
Welcome to the tenant experience platform at Memorial City! Through the MCity app, you wil...

Home · Network · Perks · Discover · Features