

Request for Tenant Services

For non-emergency requests

1. Go to Website (www.250west57th.com)
2. Click on “Tenant Resources”
3. Enter User Name (names are case sensitive)
4. Enter Password
5. Select “Work Type”
 - Such as,
 - Cleaning
 - HVAC (hot or cold issues)
 - Electrical
 - Move Requests
 - Pest Control
 - Plumbing
 - Signage
 - Trash Removal
 - etc.
6. Write brief description and location of problem
7. Click on “Submit”

If you do not have a user name and password or do not remember, please contact the management office and speak with Ramona Lopez at (212) 237-2424 or email her at ramonal@250west57th.com