

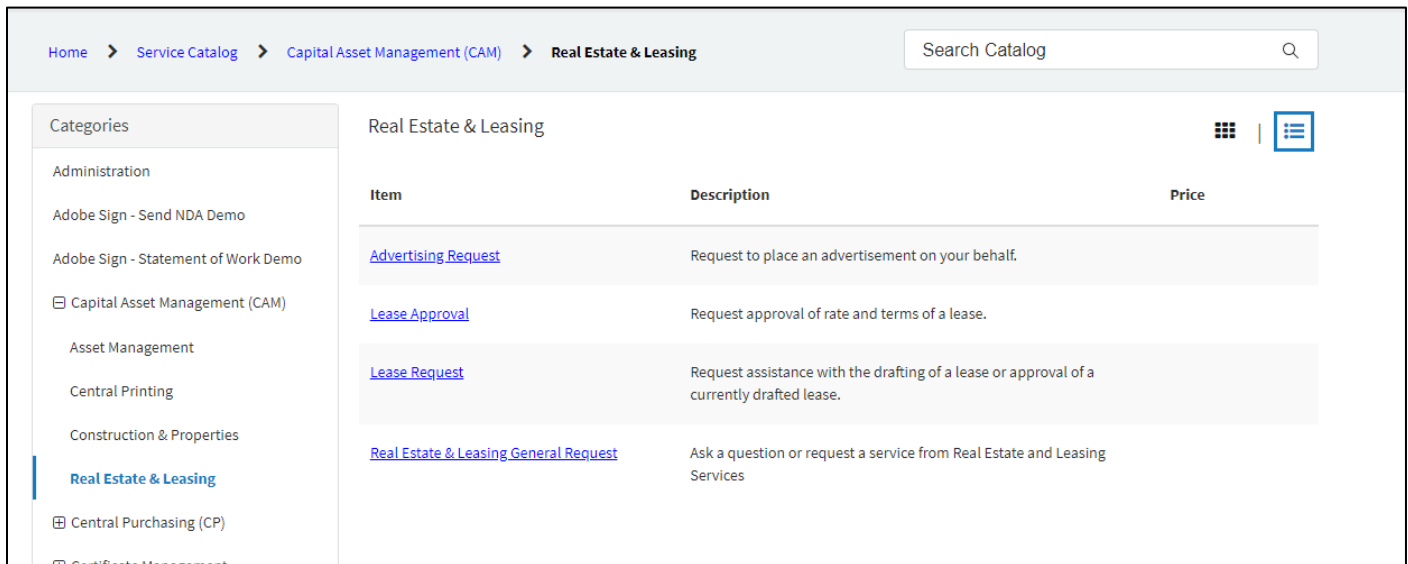
Opening a ServiceNow Ticket for Real Estate & Leasing Services User Guide

Overview

This document details how to open a ServiceNow ticket for the CAM Real Estate & Leasing Services (REALS) team.

Procedure

Step 1: Go to the REALS team's service catalog page.



Item	Description	Price
Advertising Request	Request to place an advertisement on your behalf.	
Lease Approval	Request approval of rate and terms of a lease.	
Lease Request	Request assistance with the drafting of a lease or approval of a currently drafted lease.	
Real Estate & Leasing General Request	Ask a question or request a service from Real Estate and Leasing Services	

You can also go to the [Service Desk website](#) and select **Catalog** from the top menu. Next, select **Capital Assets Management** from the left menu, and then select **Real Estate & Leasing** in the drop-down menu.

Step 2: You should see the REALS team's service catalog. Select the option that best fits your need:

- **Lease Request** – Select this to submit a request for assistance in drafting of a lease or approval of a currently drafted lease.
- **Advertising Request** – Select this to submit a request for advertising on your behalf.
- **REALS General Request**– Select this to ask a question or request a service from REALS.
- **Lease Approval** – Select this to submit a request for approval of rate and terms of a lease.

Step 3: Once you select an option, the submission page will appear.

- Enter your name in the **Requested By** field.
- Enter all **required fields** for your request including any pertinent details.
- Select **Add attachments** to attach any appropriate documents.
- Select the **Submit** button to submit your request.

Home > Service Catalog > Outreach > Technical Documentation Search Catalog


Technical Documentation

Request creation, review or support related to technical documents.

* Requested By

* Short Description

* Description

 Add attachments