



#### Welcome from the Mirvac Tenant Liaison Centre!

Mirvac's National Tenant Liaison Centre (TLC) is here to assist you to log any building requests you have for service or assistance from Mirvac in relation to your tenancy and building.

#### What do we do?

The TLC is here to assist you by;

- Making it easy for you to log a request or issue
- o Providing you with fast, friendly service when logging requests
- o Follow up to ensure that your request has been actioned efficiently
- o Monitoring and benchmarking our service performance, to identify opportunities for improvement

## Where are we?

The TLC team are primarily located at 200 George Street in Sydney, however we are the National Service Centre for our tenants across the country.

## How do I contact the TLC?

If your request is urgent, please contact TLC via phone, and for any non-urgent enquiries, please email us.

Phone: 1800 134 166

Email: tenantservices@mirvac.com

# **Operating hours**

The TLC are available for assistance between 8:30am and 5pm Monday to Friday (AEST + daylight savings time when applicable).

The TLC also offer an after-hours Emergency contact service which operates 24 hours a day, 7 days a week, including all public holidays. For after hours assistance, please call 1800 134 **166** and you will be transferred to a TLC representatives mobile.

Thank you, and if you have any questions at, all please do not hesitate to contact us.

We look forward to assisting you!

Sincerely,



The Tenant Liaison Centre,