



**MARIE HANSEN PROPERTIES, INC.**

**TENANT WORK ORDER REQUEST**

**\*THIS IS FOR NON-EMERGENCY USE ONLY\***

Date of Request \_\_\_\_\_

Tenant \_\_\_\_\_

Tenant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Home # \_\_\_\_\_

Wk # \_\_\_\_\_

Wk # \_\_\_\_\_

Mobile # \_\_\_\_\_

E-MAIL ADDRESS:

It is important to list complete information regarding your work request to facilitate the work order request. The vendor will contact you directly to set up an appointment. If a vendor does not contact you within 24 hours please contact your property manager immediately.

*Work Requested*

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Tenant*

\_\_\_\_\_  
*Date*

**Submit work request to Marie Hansen Properties, Inc. 615 Piikoi Street #2020 Honolulu, HI 96814**

***You can obtain work request forms anytime online at [www.mariehansenproperties.com](http://www.mariehansenproperties.com)  
Bus (808) 591-1110 • FAX (808) 591-9780***

**For Office Use Only:**

Owner \_\_\_\_\_

Repair Limit  Normal  Must Call

Map Coordinates \_\_\_\_\_

Item #\_\_ assigned to: \_\_\_\_\_

On \_\_\_\_\_

Item #\_\_ assigned to: \_\_\_\_\_

On \_\_\_\_\_

Item #\_\_ assigned to: \_\_\_\_\_

On \_\_\_\_\_

Item #\_\_ assigned to: \_\_\_\_\_

On \_\_\_\_\_

Item #\_\_ assigned to: \_\_\_\_\_

On \_\_\_\_\_