

# Kloha Properties, L.L.C.

PO Box 12 Freeland, MI 48623  
Phone (989) 692-0310 Fax (989) 692-0938  
[office.kloha@gmail.com](mailto:office.kloha@gmail.com)

## Tenant Repair Request Form

Date: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_  
Name: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_

Please describe repairs to be made:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

*Please note that we make every effort to complete all non-emergency repairs within 10 business days.*

Special Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below you are providing permission to enter:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Emergency's please call 989-222-2199**

Types of repairs that are considered emergencies: No heat in extreme cold, major water leaks, and need entry into unit (lost/misplaced keys). Lock-out fees are \$35.00 due at the time of service.

**\*Any non-emergency calls to the pager will be charged a Service Call Charge Fee**

Service/repair calls for normal maintenance items that tenants are responsible for will be charged a service fee. Including but not limited to: clogged toilet, clogged sink or shower, burned out light bulb, smoke detector batteries.

**Service Call Charge for these repairs: \$65.00 Service call fee plus \$20.00 per hour labor plus the cost of materials.**