



LUKEMAN PROPERTY MANAGEMENT

NEW TENANT INFORMATION

Contact Information

Office Address: 426 S Westnedge #B
Kalamazoo, MI 49007

Office hours: Monday – Friday 9:30am-5:30pm

We are located on the corner of Westnedge & Cedar in the gray home and the entry is on the south side of the building (toward Cedar).

Office Phone Number: 269-254-8561

Rent Payments

Rent is due on the 1st of every month and it is considered late after the 5th. There is a \$45 late fee due payable when rent is paid. Rent can be paid online through the online tenant portal, in the office, or by mail. There is an after-hours drop box located on the office door. We do not accept cash payments, please bring a check, money order or cashier's check. Payment must have name and address.

Maintenance Requests

Maintenance Requests can be made online through the tenant portal or by calling the office phone number. The maintenance staff responds to service requests on a priority basis with emergencies being priority one and clogged toilets being priority five.

Tenant Portal Access

As long as we have an email on file, you can access your tenant portal account by visiting: lukemanproperties.com. Click the link in the upper right hand corner and enter your email address and password.

Emergencies

Major water leak, furnace failure, electrical outage constitutes maintenance emergencies.

Emergency Maintenance Phone: 269-568-6010

Utilities

You are responsible for the following utilities:

Gas Electric Water/Sewer Trash Service Lawn/Snow Service

You must place all responsible utilities in an occupants name immediately upon move-in.

Gas/Electric - Consumers Energy - (800) 477-5050

Water/Sewer – City of Kalamazoo - (269) 337-8149

Trash Service – Best Way Disposal - (269) 388-3300