



Welcome to ActionVest! My name is Deborah Samuel and I am your Property Manager.

I work Monday – Friday from 9:00 A.M to 4:30 P.M. The fastest way to reach me is via email:
deb.samuel@actionvest.com

RENTAL PAYMENTS

Rent is due on the FIRST DAY of each month. We do not accept credit cards. It is your responsibility to ensure that the rent arrives on time every month. Your apartment number must appear on all correspondence, checks / money orders to ensure proper credit to your account.

Please make your rent check payable to ActionVest Management Corporation and mail it directly to:

ActionVest Management Corporation
1667 Commonwealth Avenue
Brighton, MA 02135

MAINTENANCE REQUESTS

All Non-Emergent maintenance issues will be addressed during normal business hours. Please email your request directly to Taryn Baglino, taryn.baglino@actionvest.com and she will respond to you.

MAINTENANCE EMERGENCIES

ActionVest Management Corporation has a maintenance staff on-call for emergencies 24 hours a day, seven days a week. If you have an emergency during regular business hours, please call 617-783-8888, x 221. If an emergency should arise after hours, please call **617-783-8881** and our answering service will contact the on-call personnel to handle your emergency as quickly as possible.

Some Examples of an emergency:

- No Heat
- No Hot Water
- No Water
- No Power
- Sink or Tub Clog (slow draining does not apply)
- Major Leak or Flood
- Break-In (after calling **911**)
- Fire (after calling **911**)
- Lock-Out (Lock-out fee will apply)

If you feel as though the emergency is beyond Property Management boundaries, please call **911**.