

Welcome To Your New Home!



Managed By

ACTIONVEST MANAGEMENT CORPORATION

1667 Commonwealth Avenue

Brighton, MA 02135

Phone: 617-783-8888

Fax: 617-783-8880

ActionVest Management Corporation would like to welcome you to your new home! We hope that you find it to be quiet and comfortable. Our team is here to assure that your new home is kept in the best condition possible.

Our office is open Monday through Friday, from 8:30 am to 4:30 pm.

On the following pages, you will find helpful information to make the transition into your new home as smooth as possible.

Thank you again for choosing our community!

Deborah Samuel

Rental Property Manager

deb.samuel@actionvest.com

RENT PAYMENT

Rent is due on the **FIRST DAY** of each 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 requests to **Taryn Baglino**, Administrative Assistant at taryn.baglino@actionvest.com and she will promptly 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.

What is a Maintenance 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** immediately.

UTILITY SERVICE NUMBERS

GAS:	NStar	800-592-2000
	Keyspan Gas (Brighton)	800-755-4427
ELECTRIC:	NStar	800-592-2000
	National Grid (Quincy)	800-322-3223

ActionVest Management Corporation does not refer nor recommend phone and/or cable providers, as it is the responsibility of the resident. Please check the web for local providers.

SAFETY

The security of the building is a high priority for everyone and requires everyone's cooperation.

- Do Not let anyone into the building/home that you do not know.
- Do Not buzz anyone into the building/unit that you do not know.
- If you see suspicious activity, **CALL 911.**

Here a few reminders of basic security as well as simple, yet easy, ways to protect yourself within your individual unit.



Windows: An open or unlocked window is a great invitation for any intruder. Be sure that your windows are locked every time you leave your apartment.



Deliveries: If you can't be home to accept a package or delivery, have it sent to your workplace. Never use your cell phone to buzz in a visitor to the building saying they are delivering a package. This is the easiest way for an intruder to gain access through the security door.



Vacations: When you leave for vacation, notify a family member or trusted friend to check on your apartment from time to time. Have them check the windows and be sure that the shades/blinds are closed so no one can see in. Leave your lights on a timer. Place your valuables in a safe place.