

BELL TAVERN PROPERTY SERVICES



Treating Yours Like Ours

- **Investment Analysis and Decision Making Process**
 - Determine if real estate investing is the right decision for you
 - Understand your investment allocation and diversification
 - Explaining the advantages and pitfalls of real estate investing
- **Financing**
 - Review your current financing methods and agreements to find better alternatives
 - Support in exploring the marketplace for the best financing products to fit your investment
 - Setting the landlord up with the right financing and cost model to support the real estate
- **Marketing**
 - Understand where the property fits in the current marketplace as an investment
 - Identifying the right pricing and features and benefits to enhance
 - Offer suggestions to increase visibility of your real estate and quicker occupancy
- **Property Preparation**
 - Enhancing the property in order to obtain the highest rents possible
 - Improve the property where there might be minor damage or wear and tear
 - Staging the property properly to make it as attractive to increase demand
- **Leasing and Sales**
 - Support in qualifying the right tenant with the right background to support stable rent payments
 - Utilize attorney approved or Pennsylvania Association of Realtors leases to ensure compliance
 - Negotiate successfully with tenants who offer prefer to counter the initial offer
- **Tenant Transition**
 - Provide the tenant with unit and community orientation for optimal tenant satisfaction
 - Serve as a liaison in utility transfer to allow for a smooth transition of utility payments.
 - Conduct a pre-occupancy walk-through with the tenant to assign accountability and liability
- **Operations and Maintenance**
 - Provide 24 response to the tenant for unit challenges or questions
 - Maintain a 24/7 team to response to emergencies for property/person damage or harm
 - Serve as the point of contact for vendor engagements
- **Accounting**
 - Collect all rents/payments from the tenants are on time on behalf of the landlord
 - Disburse expenses and costs associated with the property for the landlord
 - Provide real-time accounting and financial reports for income and expenses
- **Communication**
 - Allow for real-time account reporting and management on-line for landlords
 - Provide access to online payments, bills, requests, and contact **COMING SOON**
 - Enable access to BTPS Principals and decision-makers, not associates or employees
- **Third-Party Engagement**
 - Engage with insurance companies to process claims
 - Work with the township or community associations as Proxy support and representation
 - Handle evictions professionally through a professional agency as Evictions Unlimited

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