



**Home
Maintenance
Concepts, LLC**

We take the stress out of home repairs!



Maintenance & Repairs

- **Repair Requests** – Please submit all requests online in the same portal as you pay your rents. When needed, please call the numbers in the directory below or email belltavernproperties@gmail.com.
- **Repair Description** – when reporting a problem, include the following information: Nature, Cause, When Occurred, Actions Taken, Possible Solutions
- **Repair Dispositions** – Please see your lease agreement. Items that are not Wear & Tear and result from Resident actions will be charged to the Residents.
- **Repair Schedule** – Routine repairs will be completed within 5-7 business days and a visit coordinated with the Resident when possible.

Type	Description/ Action	Contact
Emergency (People)	If there is or may be harm to a Resident.	911
Emergency (Water Damage)	If leaking in the property from pipes, turn off water valve from source (well or utility line) and attempt to collect/ absorb water.	610-733-9045 or 484-798-0251
Emergency (No Electric/Heat)	Contact your utility company first and then contact maintenance services.	Utility then 610-733-0251
Routine	Challenges / breaks with other items in the property to include appliances or exterior.	610-733-9045 or 484-798-0251

Thank You

Call: (484) 798-0251, Email: belltavernproperties@gmail.com, Visit: belltavern.biz