

Bell Tavern Property Services



Lease Payment Instructions

Step 1: Account Activation Email

Dear Sample,

Welcome! Soon you'll be saving a ton of time because with our resident site you can:

- Access service provider directories
- View your account balance and make payments*
- Submit maintenance requests and track status online
- View property announcements and access important documents
- And much more!

*subject to availability

To login to the site, visit <http://belltavern.managebuilding.com> and use the following email and password:

Email: belltavernproperties@gmail.com
Password: 634838

After you login for the first time, you will be asked to change your password.

Step 2: Log-In Screen

Resident Sign In

Email:

Password:

Forgot your password?
[Request a new one](#)

Step 3: Make a Payment

Balance: **\$100.00**

Lease expires: **3/31/2020**

Account #: **00214067**

Payment is due by the 1st of the month. A one time late fee of \$100.00 will be charged on the 7th of each month.

Step 4: Instructions & Authorization

Amount: Frequency: Date:

Account information

Account holder name

Type

- Checking
 Savings

Routing number

Account number

Save my payment information for next time

I authorize Bell Tavern Property Services to withdraw \$100.00 from my account.

If any electronic payment is returned unpaid by your bank or financial institution for any reason, you may be assessed applicable fees.

Sample Check 1

⑆987318231⑆ 0114173632⑆ 342

The routing number is 9 digits surrounded by the # symbol.

The account number is usually left of the # symbol. Do not include the check number which may appear to the left of the account number.

The check number will match the number in the upper-right corner of the check.

Sample Check 2

342 ⑆987318231⑆ 0114173632⑆

The check number will match the number in the upper-right corner of the check.

The routing number is 9 digits surrounded by the # symbol.

The account number is usually left of the # symbol. Do not include the check number which may appear to the left of the account number.

Note: It is possible that the routing and account numbers may appear in a different order on your check.

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