

REALTOR AND OWNERS GUIDELINES FOR SELLING OR RENTING
BELLA CONDOMINIUMS

Major Rules of the Bella:

- Owners are permitted two pets(dog(s) or cat(s) each not to exceed 40 lbs (at full size)
- Owners pet(s) must be registered with the Front Desk with evidence of vaccinations
- Renters and tenants are prohibited from having pets of any kind
- **A minimum rental period of 1 year**
- **The maximum permitted by New Jersey State Law for Bella is four (4) individuals may reside in a Unit**

Requirements from Realtor and Unit Owner for Selling Property

Owner must sign Bella Owner Authorization form-authorizing Realtors to the Bella and showing instructions to follow given to the Property Manager (see attached Bella Owner Authorization form) initial pre-sale inspection requirement.

The Realtor or Owner must disclose the following on listing for sale:

- Bella HOA fee per month (unit specific)
- **Bella Unit fee for parking for indoor parking is \$70.00 and outdoor parking \$55.00**
- Not all Units have indoor parking see Property Manager for Unit specific details
- Bella sellers to provide the Realtor with all keys, FOBS, and parking passes for the Unit to be given to the new owner at closing.
- **Buyer is responsible for Capital Expenditure fee for two months dues at closing to Bella Condominium Association**
- **Buyer is responsible for an administrative processing fee of \$150.00 at closing to Bella Condominium Association**
- **Move in, Move Out deposit \$250.00 to reserve the freight elevator call Front Desk at 609-310-8260, \$50.00 freight elevator usage charge will be deducted from the deposit**
- **Please provide a copy of the contract of sale to the Property Manager with an estimated closing date**

Copies of the following documents are REQUIRED to be provided to the Property Manager before move-in: (applies to owners or renters, tenants)

- Copy of closing Alta
- Copy of Contract of Sale
- Copy of the Unit deed
- Copy of the Certificate of Occupancy
- Copy of proof of insurance
- Owner/tenant information-name, contact, vehicle information
- Landlord to provide unit key, fob, and parking cards

Any additional FOBS, parking cards are available at the Property Manager's Office for a \$25.00 non-refundable fee charged to the Owner Ledger

Any lost hang tag for the car is available for a \$100.00 non-refundable fee charged to Owner Ledger

Moving in/out and Deliveries: (applies to Owners or Renters, Tenants)

- Move-in/out must be scheduled with the front desk a minimum of one week before the event
- The freight elevator is available on a first-come/first-serve basis.
- Move-in/out and deliveries are only permitted on weekdays, between the hours of 8:00 am and 4:00 pm. (There is a \$50/hour fee to compensate staff that must work overtime after 4:00 pm)
- **Weekend move-in/out or deliveries are not permitted.**
- A Certificate of Liability Insurance from the moving company is required before moving in/out.
- A \$250.00 deposit is required before moving in/out.
- A \$50.00 charge will be deducted from the fee for freight elevator usage (move-in/out form).
- Any damage created by your move-in/out will be deducted from this fee.
- All Unit Owners that rent their units will pay a \$150.00 an hour administration fee for the Building Manager to prepare paperwork, orientation, welcome walk, and review all Bella Policies and Procedures, including move-in and move-out procedures with all renters.

Realtors and Owners are required to provide copies of the following for all renters, and tenants:

- Unit Lease (all names on the lease application must be approved by Bella Board prior to signing the lease with the Owner)
The tenant Authorization form must be signed and included with the lease application (see attached form)
- Background credit/criminal checks-Renters, tenants must have a minimum credit rating of 650
- Anyone over the age of 18 must have a background check
- Prior to occupancy, all Owners, renters, and tenants must meet the Property Manager for orientation to review and acknowledge receipt and acceptance of the Rules and Regulations of Bella Condominiums

Bella Condominiums has yearly Bike and Beach Chair registrations (See attached forms and fees)

Owners that sell without a Realtor:

1. The owner will advise the Bella Management Office of Intention to sell.
2. Provide the Bella Management Office with a letter outlining how you will market the unit.
3. Provide all prospective buyers a copy of the Bella By-Laws and all Addendums therein.
4. Bella Management will advise the Board of the Intention to sell.
5. The owner will sign the Owner Authorization form showing instructions for the Concierge Desk, and initial pre-sale inspection requirement.
6. The Owner will provide the certificate of occupancy to Bella Management before closing.

THE PROPERTY MANAGER/FRONT DESK STAFF WILL REFUSE ENTRY TO ANYONE NOT COMPLYING COMPLETELY WITH THIS POLICY

Move In, Move Out, Furniture Delivery Policy, and Contractor Policy

1. Resident must make appointment at the Concierge Desk for the date to reserve freight elevator. The Front Desk number is 609-310-8260.
2. A \$250.00 deposit must be made prior to move in, move out, furniture delivery, or contractor work that entails use of the Bella freight elevator.
3. The \$250.00 deposit must be in cash from tenant or move out Owner. A \$50.00 charge will be deducted for freight elevator usage.
4. The \$250.00 deposit must be made in either cash or a check made out to Bella Condominium Association from owner, the owner ledger will be charged \$50.00 for freight elevator usage.
5. The \$250.00 deposit is refundable with the following stipulations:
 - a. No damage is done to any of the areas between the loading dock, freight elevator and your condominium unit. If there is any type of damage a certain amount of your deposit will be used to pay for the damages done.
 - b. All cardboard, packing materials, and plastic bags must be placed in the designated trash bins in the loading dock area.
 - c. You are not to use the trash room on your floor for any of the above mentioned. If the rule is not followed you will have to pay for removal out of your deposit.
 - d. Any mattresses must be taken by the delivery service or you must pay to have the mattresses removed.
 - e. Any large pieces of furniture must also be removed when discarding. If this is not done, you will have to pay for removal.
 - f. If using a contractor for any type of remodeling in your unit, they must remove any type debris left by their work. They are to take their debris with them or you will have to pay to have them removed.
 - g. After you have completed the above mentioned. The building management must check all public and back of the house areas for any type of damage. If all looks good, you will be given your deposit back.

Please make sure that your hallway is left clean like it was before you move in, move out, furniture delivery, or contractor remodeling job.

There are no move in, moving out, furniture delivery, or any type of contractor work on the weekends and after 4PM Monday thru Friday and holidays.

I have read this policy and am fully aware of this policy and will follow the rules as stated above.

Resident Name: _____ Date: _____

Unit Number: _____ Guard on Duty: _____

Resident Signature _____ Amount Collected _____

Amount returned to Resident _____ Freight Elevator Charge _____

Resident Signature _____ Date _____