

REALTOR AND OWNER 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. A \$100.00 fee is charged to Owner Ledger for Pre-sale inspection.

At every Buy/Sell transaction, Mortgage companies request questionnaires on Bella specifics: Bella budget, financials, special assessment disclosures, HOA fees, Reserve status, delinquent receivables (if any), prior Board Minutes, recent Fire inspection, etc. **A fee of \$275.00 will be charged to Mortgage Companies.**

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 \$250.00 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. Bella requires cash only for all move-outs.**
- **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 CASH 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 the **\$250.00 cash deposit.**
- **All Unit Owners** that rent their units will pay a **\$250.00 administration fee (charged to Owner Ledger)** 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.
- 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.

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 the 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 the pre-sale inspection requirement. **The fee is \$100.00 charged to Owner Ledger.**
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 an appointment at the Concierge Desk for the date to reserve the 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 the use of the Bella freight elevator.
3. The \$250.00 deposit must be in cash from the 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 the owner, the owner ledger will be charged \$50.00 for freight elevator usage.
5. The \$200.00 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 of 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 4 PM Monday through 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 _____

BELLA OWNER AUTHORIZATION FORM

I authorize Realtors to enter my Unit # _____, with my permission for all showings.

_____ Owner Signature

_____ Print Name

_____ Unit Number

_____ Date

_____ Owner Phone Number

Showing Instructions for Front Desk:

The owner authorizes Front Desk to give key to Realtors without calling Owner First. _____ Initial

The owner requires Front Desk to call Owner for all showings _____ Initial

The owner agrees to a pre-sale inspection of \$100.00 to certify if any past renovations comply with Bella
Deed _____ Initials _____ Initials

Owner Showing Instructions:

Listing Date _____ Listing Expiration Date _____

BELLA CONDOMINIUMS TENANT GENERAL INFORMATION

Below is general information regarding some of the more important rules and regulations for living at the Bella Condominiums. This is an abbreviated version with the complete version of the By Laws and Rules and Regulations on the Bellacondos.com website.

LEASE

A minimum of (1) year lease term is required.

PARKING

Guest parking upon availability is restricted to 72 hours/with a refundable \$20 deposit.

PET POLICY

Tenants are not permitted to have pets.

NOISE

Loud music, construction noise, etc. is not permitted from 11PM to 8 AM.

EMERGENCY REPAIRS

Report any emergencies to the front desk or Property Manager immediately.

MOVE IN AND MOVE OUT

Move in and move out is restricted to Monday thru Friday, 8AM to 4PM using the freight elevator only. A cash deposit at Front Desk required of \$250.00, call 609-310-8260 to reserve elevator, a \$50.00 fee will be deducted from deposit for freight elevator usage.

Moves must be scheduled with the front desk at least seven days prior to the move.

STORAGE

Balconies and parking spaces are not permitted to be used for storage of any materials or possessions.

There is a chair storage room for beach chairs and several bike rooms and bike racks

NON-OWNER VISITORS

Visitors, guests, vendors, contractors, etc. must sign in at the front desk

OCCUPANCY

N.J. State law restricts overnight occupancy of individual units to four (4) occupants.

SMOKING

Smoking is not permitted in any Common Areas of the building.

SUBLEASING

Subleasing is not permitted.

OTHER

No antenna of any kind is permitted to be attached to the exterior of the building.

Bicycles must be registered with the front desk.

There are rules for using the pool, fitness center and other Bella amenities that are listed in the Rules and Regulations section of the Bella By-Laws.

We have read and understand the Tenant General Information and agree to abide by these rules. I have also been made aware of the availability of the full set of Rules and Regulations existing in the Bella By Laws and that they are available online at Bella Condos.com. I agree to abide by the Bella By Laws of which the Rules and Regulations are a part of. I understand that I and the condo unit owner (landlord) are subject to fines and loss of services should I fail to abide by the Bella Condominium By-Laws.

print name

Date: _____

signature

for Lease of
unit number: _____

print name

Date: _____

signature

Date: _____

revised: November 2020

POLICY ON LARGE PACKAGES

Over a long period of time, we have experienced an increase of *large packages* arriving and sitting on our valet carts for *more than a day* after the Concierge texts/emails/calls residents to pick up their *large package(s)*.

This problem has an impact on blocking the "pathway" to/from the Lobby.

Wheelchairs, walkers, shopping carts cannot pass through easily inviting possible injury.

Also, *large packages* sit on valet carts for days making them not available for resident usage.

The increase of tardy *large package* pickups, by some residents, requires action to ensure that the "pathway" to/from the Lobby is always clear.

Effective Immediately, we will initiate the following:

1. Concierge will notify resident of the arrival of the *large package* and will document the time resident was informed.
2. Package must be picked up **no later than 24 hours from the time of the text/email/phone notification**
3. Upon delivery at Bella, the *large package* will be transferred to the maintenance shop – to clear the "pathway".
4. IF NOT picked up, at the maintenance shop, by the time [see #2.], the *large package(s)* will be delivered to your unit door and a delivery fee of **\$25.00** will be charged to the Owner's ledger.

Note: you must follow sign in/out valet cart existing procedures.

The goal of this policy is to keep the "pathway", to/from the Lobby, free from obstacles – not to collect \$\$.

Note: residents that are NOT on site [second home] will be handled on a case-by case basis.

We thank all residents that have/and continue to act quickly to pick up their *large package* when informed of arrival.

Bella Condo Board of Directors

BELLA UNIT CONSTRUCTION - CONTRACTOR GUIDELINES

*Before any/all construction or remodeling work begins in any unit, Contractor must complete all required information from the Property Manager which will include a **Work Permit**.*

Guidelines:

1. Contractors must meet with building Superintendent to discuss guidelines and all other project concerns. And obtain PERMIT from Property Manager before any work begins.
2. Contractor must locate sprinkler turn off valve on unit floor where work is to be done.
3. Contractor must always have a fire extinguisher in the unit.
4. The cell phone # of the person/people for each trade.
5. All workers must sign In/out at Concierge each day.
6. All work performed shall be **Monday thru Friday ONLY between 8AM – 4:00 PM.**
No weekends or Holidays.
7. Contractor must have Insurance, proof of Worker's Compensation, and Bella Condominium as additionally Insured.
8. Contractors must use the service elevator **ONLY** for all materials, equipment, etc.
Any/all debris must also be transported using the service elevator.
9. No materials will be left on the loading dock or common areas.
10. The use of Bella shopping carts or valet carts are prohibited.
11. If work requires a license, Bella must have the license #.
12. No work shall be performed in hallways or common areas.
13. Any work performed on off-hours will result in a \$250.00 Fine.
14. A Shop Drawing of wind load & thermal calculations must be supplied for replacement of any windows or sliders.
15. If replacing carpets with wood or laminate flooring, you must provide a sound-proofing barrier as a sub-base.
16. Water shutdown fee \$200.00 per riser event (if main valves do not work, work cannot be completed until weather permits) spring season preferred.
17. Pre-construction walk thru w/ Superintendent \$100.00
18. Progress Inspection Fee (when applicable) for demolition, plumbing, sprinkler, and floor silencers. \$60.00.
19. Final Construction Inspection Fee (what was listed on the Work Permit is all that was done)-\$60.00.

Contractors must clean and vacuum at the end of each day on project – from elevator to unit front.

If any damages during or at the completion of the project, the Owners ledger will be charged for any/all repair costs incurred.

Unit Owner _____	Date: _____
Contractor _____	Date: _____
Building Superintendent _____	Date: _____

UNIT OWNER CONTRACTORS - QUESTIONNAIRE.

NOTE: BELLA CONDO REVIEW AND APPROVAL REQUIRED BEFORE START OF PROJECT

OWNER UNIT # _____ OWNER NAME _____

CONTRACTOR NAME _____

PERSON IN CHARGE OF PROJECT: NAME _____ PHONE _____

INSURANCE POLICY W/WORKERS COMP. COVERAGE, IF APPLICABLE, PLUS BELLA AS ADDITIONALLY INSURED - ATTACHED.

DESCRIPTION OF CONTRACTED PROJECT - ATTACH COPY OF PROPOSAL EXCLUDING ANY/ALL \$\$\$\$

ATTACHED SIGNED CONTRACTOR GUIDELINES

DOES PROJECT REQUIRE BELLA MAINTENANCE TO:

>TURN OFF WATER SUPPLY THAT AFFECTS OTHER UNITS? NO _____ YES _____

IF YES, EXPLAIN _____

>TURN OFF ELECTRIC SUPPLY THAT AFFECTS OTHER UNITS? NO _____ YES _____

IF YES, EXPLAIN _____

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

NOTE: ALL WORK SHALL BE MONDAY THRU FRIDAY - 8:00 AM TILL 4:00 PM

OWNER SIGNATURE _____ DATE _____

CONTRACTOR SIGNATURE _____ DATE _____

PROPERTY MANAGER _____ DATE _____

BELLA APPROVED WORK PERMIT

UNIT # _____

CONTRACTOR NAME _____

CONTRACTOR CONTACT # _____

ESTIMATED PROJECT START DATE _____

ESTIMATED PROJECT COMPLETION DATE _____

PROPERTY MANAGER _____ DATE _____

MONDAY THRU FRIDAY 8:00AM TILL 4:00 PM. NO WEEKENDS OR HOLIDAYS

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1. COPY POSTED ON UNIT DOOR UNTIL PROJECT COMPLETION
2. COPY IN OFFICE
3. COPY AT CONCIERGE: ALL WORKERS SIGN IN/OUT

ATTENTION

The Bella maintenance staff can perform the following services at a reasonable cost.

\$50.00 to \$100.00 per hour + materials

- HVAC units and filters cleaning and service @\$95.00 or \$180.00 for 2 HVACS.
- Dryer vent cleaning \$70.00
- Balcony cleaning \$150.00 for large balcony, \$120.00 small balcony
- Lubrication of your slider doors and weep hole clean out
- Casement windows lubrication and service \$75.00 +parts & labor.
- Washer hose and valve service \$120.00 *parts and labor.*
- Toilet flapper replacement \$75.00 parts and labor.
- Preventative maintenance for the tub and vanity drains in bathrooms. Services would entail adding drainer cleaner and readjusting hammer (which accumulates hair and debris) \$95.00 includes labor.
- Patio Screen slider repair 1@ \$100.00 2@\$190.00= 2 screens.
- Window Screen repair-2 small window screens @\$110.00 large screens @\$140.00 includes labor. Large window screen repair \$60.00
- Window crank @crank & service \$150.00
- Running toilets service (replacement of fluid master) \$95.00@toilet parts and labor.
- Slow running, snake or clogged drains service \$75.00 per hour +material, if needs snake \$175.00.
- Light bulb replacements (call the office for prices)
- Water shutdown fee \$200.00 per riser event (if main valves do not work, work cannot be completed until weather permits) Spring (season) preferred.
- Pre-construction walk-thru with Superintendent - \$100.00
- Progress Inspection Fee (when applicable) for demolition, plumbing, electrical, sprinkler, floor silencers-\$60.00
- Final Construction Inspection Fee (what was listed on the Work Permit is all that was done)-\$60.00

Please call Management office 609-344-8300 to schedule a work order and 2025 pricing. *price subject to change*

BELLA

BIKE REGISTRATION 2025

Name: _____

Unit number: _____

Indoor \$50.00 _____ Garage (no charge) _____

Indoor oversized bike \$100.00 _____

Amount to charge Owner Ledger _____ Check# _____

Bike Color _____

Brand _____

STICKER NUMBER: _____

STICKER COLOR: _____

Bikes must be visibly tagged. Any untagged bikes will be removed.
Bella is NOT responsible for any lost, stolen, unclaimed or untagged bikes.

SIGNATURE: _____

REGISTRATION DATE: _____

BELLA

BEACH CHAIR REGISTRATION 2025

Name: _____

Unit number: _____

Chair description: (please provide color and brand name if applicable for each chair).

	COLOR	BRAND
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

ALL CHAIRS MUST BE VISIBLY TAGGED WITH THE UNIT NUMBER.
ANY UNTAGGED ITEMS WILL BE REMOVED. BELLA IS NOT
RESPONSIBLE FOR ANY LOST, STOLEN, UNCLAIMED OR UNTAGGED
CHAIRS. REGISTRATION IS VALID FROM APRIL 30, 2025, TO APRIL
30, 2026, AT WHICH TIME ALL CHAIRS MUST BE REREGISTERED OR
THEY WILL BE DISCARDED. BY SIGNING THIS, I AM AWARE OF THE
ABOVE STIPULATIONS.

SIGNATURE: _____

REGISTRATION DATE: _____

To All Owners,

THE PREVIOUSLY DISCUSSED STORAGE LOCKERS ARE INSTALLED AND READY TO RESERVE!!

- **18 Storage Lockers - 4ft wide X 6ft deep by 5ft high**
- White vinyl fencing with solid panels and gate. You supply your own lock.
- Location: Indoors at the rear of the maintenance shop
- Over several months of research on commercial storage companies in A.C., I found that:
 - a) the smallest unit is 5x5x5, b) pricing varies from outdoor to indoor climate-controlled units,
 - c) it is difficult to identify a Price Point however I could determine that "Indoor climate-controlled" units range from \$98.00/mo. to \$120.00/mo. *Clayton Storage had a price posted @ \$110.00/mo. [and like others the Pricing is fluid!]*
- Our 18 storage lockers will be 1 square foot less but close enough for competitive pricing
- A lease will be created and will be: a) **for a one-year term**, b) **\$100.00 per month rent**, c) **Owners Only**, d) **maximum one (1) locker per Owner** [to allow for all interested to reserve one locker first. If not enough demand, we will allow for multiple lockers per Owner].
- To reserve a Locker: **A check for \$200.00 [1 mo. security deposit, first mo. advance]**. IF your unit is sold OR at end of the lease term, you do not wish to renew the lease, the security deposit will be returned after inspection for damage to the storage locker
- The 18 names will be given to our accounting service company and will be **automatically posted to the Owners ledger each month**. Payment [\$100.00] should be added to your current monthly payment and the current manner in which to pay.
- The hours to access your Storage Locker will be **10:00 AM till 3:00 PM Monday thru Saturday**. Similar to our cart procedures, you must sign-in at the concierge desk then meet at the maintenance shop to be escorted to your locker.
- *Beach chairs, bikes, beach carriers with wheels, etc. are prohibited in the locker.* [they imply possible daily usage/daily access (traffic) to the maintenance shop. Not the purpose of the storage locker]. Provisions for chairs, including winter, and bikes already exist. Bella Condos will not be responsible for any property damages, etc. or related.
- **Late Payments:** We will follow the same procedures as *Delinquent Receivables payment due:* [3 notifications to Owner with NO payment made and **FOBS and Parking passes are deactivated**. IF an Owner is granting a storage locker to a Tenant, the Tenant FOBS get deactivated].
- The 18 storage locker spaces are now **"open" for reservations**.
NOTE: ONLY a \$200.00 check payable to Bella Condo Association reserves a space!
Deliver check to Dee to add to list.

John Pelosi, Bella Treasurer
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