

REALTOR AND OWNERS GUIDELINES FOR SELLING OR RENTING
BELLA CONDOMINIUMS

Major Rules of the Bella:

- Owners are permitted two pets(dog(s)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, 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 Property Manager (see attached Bella Owner Authorization form)

The Realtor 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 Realtor with all keys, FOBS, parking passes for Unit to be given to new owner at closing
- **Bella special assessment is for 5 years which began in January 2019 (Unit specific) see Property Manager for amount for special assessment per month**
- **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 freight elevator call Front Desk at 609-310-8260, \$50.00 freight elevator usage charge will be deducted from deposit**
 - **Please provide copy of contract of sale to Property Manager with estimated closing date**

Copies of the following documents are REQUIRED to be provided to the Property Manger prior to 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 Property Manager Office for \$25.00 non-refundable fee charged to Owner Ledger

Any additional Hang Tag for car are available for \$20.00 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 prior to 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 8:00am and 4:00pm. (There is a \$50/hour fee to compensate staff that must work overtime after 4:00pm)
- **Weekend move in/out or deliveries are not permitted.**
- A certificate of Liability Insurance from the moving company is required prior to move in/out.
- A \$250.00 deposit is required prior to move in/out.
- A \$50.00 charge will be deducted from 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 fee for Building Manager to prepare paperwork, orientation, welcome walk through and review all Bella Policies and Procedures, including move in and move out procedures with all renters.

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

- Unit Lease (**all names on lease application must be approved by Bella Board prior to signing lease with Owner**)
Tenant Authorization form must be signed and included with lease application (see attached form)
- Background credit/criminal checks-Renters, tenants must have a minimum credit rating of 650
- Anyone over age of 18 must have background check
- Prior to occupancy, all Owners, renters, 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)

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. 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 \$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 after 4PM Monday thru Friday and holiday's.

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 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.

_____ Date: _____
print name

_____ for Lease of
signature unit number: _____

_____ Date: _____
print name

_____ Date: _____
signature

BELLA

BIKE REGISTRATION FORM 2021

Name _____

Unit number _____

Indoor \$50 _____ Garage _____

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 2021

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 UNIT NUMBER. ANY UNTAGGED ITEMS WILL BE REMOVED. BELLA IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, UNCLAIMED OR UNTAGGED CHAIRS.

SIGNATURE: _____

REGISTRATION DATE: _____