

Philip J. Bowers & Co.



A NEWSLETTER FOR OUR TENANTS

FALL/WINTER 2017

THANK YOU & WELCOME!

We would like to say thank you to each of our tenants for choosing to rent from us. We truly value your business and hope you will stay with us for many years to come!

This newsletter is a great way to reach out to all of you regarding any building updates, maintenance issues, items required by landlord, reminders, etc.

Should you have anything that you would like published in the newsletter, please email Jennifer at jmatule@pjbowers.com and it will be included in the next newsletter.

We would like to welcome the following new tenants at both our Tinton Falls and Red Bank properties:

- Decker Wright Corporation relocated to a new office at 628 Shrewsbury Avenue, Tinton Falls
- Joel McFadden Designs relocated to 64 White Street, Red Bank
- Webb Mason relocated to 628 Shrewsbury Avenue, Tinton Falls
- This Is It Entertainment moved into 3 Sheila Drive, Tinton Falls
- True Physical Therapy moved into 628 Shrewsbury Avenue, Tinton Falls
- Stock Environmental Consulting moved into 2 Hartford Drive, Tinton Falls
- The Plastic Surgery Center moved into additional space at 628 Shrewsbury Avenue, Tinton Falls
- Royal Wine & Spirits moved into additional space at 32 White Street, Red Bank

FILE STORAGE AVAILABLE FOR RENT

We offer climate controlled document storage for local professionals in both Red Bank and Tinton Falls. Please call our office at 732-741-7200 for prices or an appointment to look at the storage rooms. Our prices are well below the market price and leases are month-to-month.



Storage rooms can be rented with or without our steel shelving which allows for: ready retrieval of any box, chart, or x-ray; expedites re-files; and keeps files/boxes organized.

- Secure storage for paper-based files
- Quick access
- Well-maintained building
- 24 hour/7 day per week access
- Climate controlled
- Full size elevator (Red Bank only) and dumbwaiter (Tinton Falls only)
- Central Station monitored fire alarm and fully sprinklered building

SEWER BACKUPS

A reminder to all tenants that items such as wipes, paper towels, feminine hygiene products, etc. cannot be flushed down the toilets. Many brands of wipes state that they are “flushable”, however, they do not break down like toilet paper and should never be flushed down the toilet.

We suggest that you keep a waste basket in your bathroom for disposal of any items other than toilet paper.

Another cause of backups is allowing food waste to go down the kitchen sink drain; please use a drain basket in your kitchen sink to catch food waste before it goes down the drain.

These backups are both messy and costly. Your cooperation is very much appreciated.

ROOF & WATER LEAKS

If you notice a stained ceiling tile in your space, please call our office at 732-741-7200 so we can have our roofer go out to inspect and repair the roof. In the meantime, please place an empty trashcan or bucket under the leak. Once the leak has been repaired, we will have maintenance replace any stained ceiling tiles. It is important to contact us as soon as you see the stained tile(s) so we can repair the leak before it gets worse.

In addition, please let us know if you have any leaking faucets or if your toilet is running. We will have maintenance come out and make the repair. In some buildings, water is a common expense and a leaky faucet or running toilet can run the bill high, which affects the operating expenses.

HEATING & AIR CONDITIONING

Other than those tenants who maintain their own heating and air conditioning units (HVAC), if you are having any type of maintenance issue with your HVAC system, please call our office at 732-741-7200 and we will schedule our HVAC contractor to service your unit. Please do not call the HVAC service company directly.

Our HVAC contractor recommends that you program your digital thermostat and that you **do not turn your heat off** at the end of the day. If you need help with programming your thermostat, please call our office and we will arrange to have someone come program it for you and show you how to use the thermostat.

SNOW REMOVAL

Guaranteed Landscaping will be providing the snow removal again this season. Please advise all employees that if there is a threat of snow, **no overnight parking** in any of the parking lots is allowed so that we may plow the parking lots. Any cars left in the parking lots overnight during a snow storm, will be towed at the vehicle owner's expense.

DUMPSTER AREAS

Please be sure to empty out all cardboard boxes of their packing materials and cut and flatten before putting them into the dumpsters labeled "cardboard".

The dumpsters are strictly for office waste. Please help keep costs down by not bringing your garbage from home.

Also, please do not leave bulk items such as furniture at the dumpster area. We have to pay someone to come and remove these items and that costs everyone money in the operating expenses.

If you see someone illegally dumping bulk items, please get their license plate number, if possible. We do prosecute illegal dumpers.

NOTEWORTHY

Rental Payments: All rent checks are due on or before the 1st of each month. If we receive your rent check after 4:30 pm on the 10th of the month, a late fee will be applied to your account.

Maintenance Requests: If you have a maintenance request, please call it into the office at 732-741-7200 rather than telling the maintenance men in passing. The office will be able to monitor that your request gets done in a timely manner.

Smoking: No smoking is allowed inside any building, this includes the leased premises and any common areas such as vestibules, basements, lobbies and shared hallways. Smoking is permitted outside, away from the building provided that the smoke does not migrate, seep or re-circulate into the building and disturb other tenants, in which case smoking is prohibited. Smoking will be subject to any municipal, state and federal laws and ordinances including New Jersey's Smoke-Free Air Act (NJSA 26:3D-55, et. seq.). We would like to ask all smokers to be courteous of their neighbors and smoke outside and away from the building and please extinguish cigarette butts into a container and not leave them in the parking lot.

Keys: If you change the lock to your office or store, please provide us with a copy of the key. All keys are kept locked in our office. It is very important that we have your key on file for emergencies. If you are locked out of your space, you can stop by our office during normal business hours to obtain a key to your space to get in and/or make copies, however, the key must be returned to our office. If you call after normal business hours for a lockout, there will be a \$75.00 charge to you.

Pets: If you are bringing your dog to the office/store, it must not disturb your neighbors in any way. In addition, we must insist that you clean up after your dog at all times.

Outside Building Lights: All of the buildings have outside lights that are programmed to come on when it gets dark. We try to keep the buildings well-lit for your safety. If you notice that a building light is out, please call our office so we can have it repaired immediately.

CONTACT INFORMATION

Philip J. Bowers & Co.

Please contact us at 732-741-7200 with any questions or concerns. If you call after hours, please leave a message for non-emergencies. For emergencies, press “0” and you’ll be connected to our answering service.

Please note that we are unable to check any emails sent through the website on nights and/or weekends, therefore, if it is an emergency, please call the office to be connected with the answering service as stated above.

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