

Philip J. Bowers & Co.



A NEWSLETTER FOR OUR TENANTS

SPRING/SUMMER 2025

THANK YOU!

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.

WELCOME TO OUR NEW TENANTS!

Philip J. Bowers & Co. would like to welcome the following new tenants:

- Urban Architecture, 1 Sheila Drive, Tinton Falls
- Monmouth Sports Cards, 1 Sheila Drive, Tinton Falls
- The R.T. Kuntz Co, 1 Sheila Drive, Tinton Falls
- Diamond World Inc, 60 White Street, Red Bank
- Ageless Affairs, 628 Shrewsbury Ave, Tinton Falls
- Genuine Health and Wellness, 628 Shrewsbury Ave, Tinton Falls

HOLIDAY/SUMMER HOURS

Our regular office hours are Monday – Friday from 8:00am – 4:00pm, however, from Memorial Day to Labor Day, our office will **close at 3:00 pm on Fridays only**.

Our office will be closed on the following holidays: Memorial Day/May 26th, Independence Day/July 4th and Labor Day/September 1st

PESTS

With the warmer weather, it is common for insects to make their presence inside of your office or store. If your premises become infested with vermin or insects, it is the tenant's responsibility, at its expense, to have the premises exterminated. We would recommend calling Alliance Pest Control at 732-747-3200, however, you may use any exterminator that you prefer.

ANNUAL FIRE EXTINGUISHER INSPECTION

As per your lease, it is the responsibility of the tenant to have all fire extinguishers in your space retagged yearly. Please make sure you have this done annually and send proof of inspection to Erica Hoffmann at erica@pjbowers.com.

CARBON MONOXIDE DETECTOR

A carbon monoxide detector is now required in your office or store. A plug-in carbon monoxide detector can easily be purchased at any hardware store.

DUMPSTER AREAS

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

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

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

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

CERTIFICATE OF LIABILITY AND PROPERTY INSURANCE

Please remember to provide our office with an updated certificate of liability and property insurance for your space. Have your agent send proof of insurance (known as an Acord certificate) to Erica Hoffmann at erica@pjbowers.com.

STORAGE SPACE AVAILABLE FOR RENT

We offer climate-controlled 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 the leases are on a month-to-month basis.

- Secure storage rooms
- Well-maintained building
- 24 hour/7 days 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



NOTEWORTHY

Rental Payments: All rent checks are due on or before the 1st of each month. If we receive your rent check after 4:00pm on the 10th of the month, a late fee will be applied to your account. We have a mail slot at the bottom of our office door if you stop by after our business hours. Please note that no cash is accepted after-hours.

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: Smoking is not 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 \$100.00 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 always clean up after your dog.

Outside Building Lights: All 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.

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.

ROOF 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/or 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.

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.

If there is a loss of power and you cannot get through to our phone lines, please call our answering service directly at 732-924-4649 and they will get in contact with our on-call person.

Please note that we do not check any emails sent at night and/or weekends. Therefore, if it is an emergency, please call the office to be connected with the answering service as stated above.

Mailing address: P.O. Box 757, Red Bank, NJ 07701

Location: 44 Apple Street, Suite 1, Tinton Falls, NJ 07724

Office hours: Mon-Fri, 8:00am—4:00pm

Website: www.pjbowers.com

John Bowers, Jr. President
johnbowers@aol.com

Samantha Bowers-Crader,
Vice President
sbowers@pjbowers.com

Nicola B. Metzheiser, Vice
President
nbowers@pjbowers.com

Lisa Pierson, Accounts Receivable
lpierison@pjbowers.com

Erica Hoffmann,
Administrative Assistant
erica@pjbowers.com

Maintenance

John Matus
Pete Brecka
Bucky Moran
Timothy Robinson