

# THE REASSESSMENT PROCESS



The following is the definition of a Reassessment Program as described in the "Handbook for New Jersey Assessors" :

*"A reassessment program seeks to spread the tax burden equitably within a taxing district by appraising property according to its true value and assessing it based upon such value. This is accomplished by the mass appraisal of all real property in the taxing district by an outside professional appraisal or reassessment firm."*

*The following power point presentation was created by Appraisal Systems, Inc. to provide a basic outline of the reassessment process. All rights are reserved.*



# THE REASSESSMENT PROCESS

There is an erroneous assumption by some that a reassessment is a means by which a municipality increase property taxes.

Reassessments do not increase the total amount of revenue to be raised by taxation. The municipality only collects the amount of tax dollars that the four units of local government (local school, regional school, county government and municipal government) determine is necessary to operate.



New Jersey's real property tax is ad valorem or a tax "according to the value." The State Constitution at Article VIII, Section 1, Par. 1 requires that all real property be assessed at the "same standard of value." New Jersey Statutes at N.J.S.A. 54:4-23 establish the standard of property value to be the "full and fair value" or "true value" which is defined as "the price at which, in the assessor's judgement, each parcel of real property would sell for at a fair and bona fide sale."



# THE REASSESSMENT PROCESS

## *Why a Rolling Reassessment?*

- Eliminate Property Tax Shifts

*Set at true Market Value each year on October 1  
to insure no property owner pays more or less than  
their fair share*

- Maintain 100% True Market Value at all times  
to avoid costly tax appeal losses

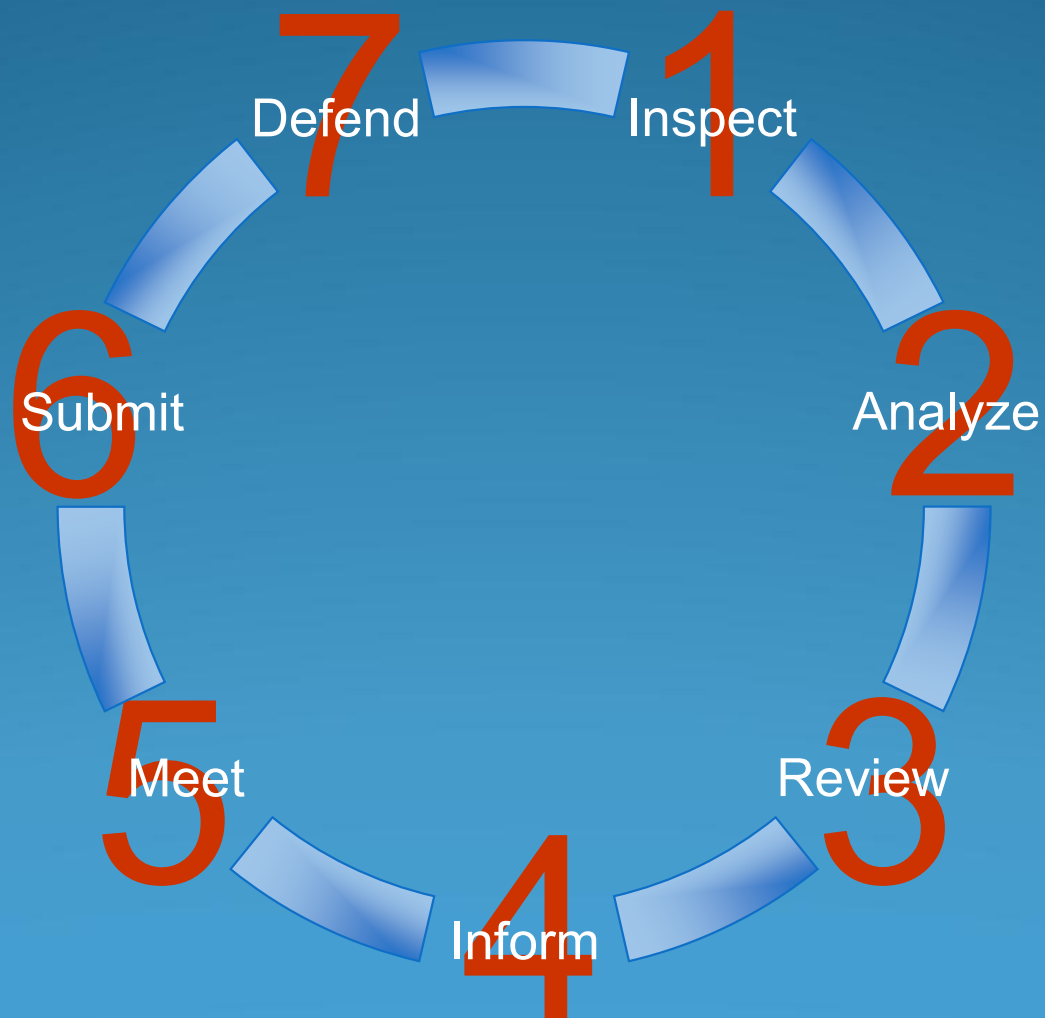
*Property A is assessed at \$15,000,000  
at 90% ratio = \$16,666,700 FMV  
New assessment = \$13,500,000 ( $\$15,000,000 \times 0.90$ )  
 $\$1,500,000$  reduction  $\times \$2.50 = \$37,500$*

- Eliminate Costly Tax Revaluations



# THE REASSESSMENT PROCESS

*The Reassessment  
Process*






# THE REASSESSMENT PROCESS

## 1 Inspect

### Letter of Introduction with brochure

- Mailed to address of record for all residential and vacant land owners.



**TOWNSHIP OF HARDYSTON**  
OFFICE OF THE TAX ASSESSOR  
149 Whetsovorth Rd, Suite A  
Hardyston, NJ 07419

Scott J. Holzhauser, CTA, SCGREA  
Tax Assessor

(973) 823-7020 x9401  
sholzhauser@hardyston.com

JUNE, 2023

OWNER  
STREET  
CSZ

Dear Property Owner:

The Sussex County Board of Taxation has directed the Township of Hardyston to undertake a Complete Reassessment Program beginning with tax year 2024 and continuing through 2028. This program will ensure uniform and equitable assessments throughout the municipality, account for recent changes in the real estate market, and significantly reduce costly tax appeals. The Township has contracted with Appraisal Systems, Inc. (ASI) to assist in conducting the Reassessment Program.

During 2023, 100% of all properties will be inspected to establish the new assessments for Tax Year 2024. Then for the next 4 years after, 25% of the Township properties will be inspected each year in order to maintain accurate records. Regardless of the % of properties inspected in a given year - ALL properties in the municipality will be reassessed each year so that current market valuations are maintained. This process helps alleviate any drastic changes in value over time.

Beginning in July 2023, inspectors from Appraisal Systems, Inc. will start to visit ALL properties, measuring and photographing the exteriors of all buildings and inspecting the interiors. In order to properly assess your property, it will be necessary for a representative of Appraisal Systems, Inc. to examine the interior of your building. The first visit from an inspector will be unannounced between the hours of 9:00am and 5:00pm (Mon-Fri). If the property owner is not present at the first visit, the inspector will leave a card specifying a return date for the interior inspection. The notice will also have a telephone number to call to reschedule this appointment if the time or date is not convenient.

Appraisal Systems, Inc. representatives will carry photo identification and their names & vehicles will be registered with the Police Department and the Town Clerk's office. **Please do not allow anyone to enter your home without proper identification.** You will be requested to sign the field form used by the representative to acknowledge that an interior inspection has been made. Please advise the occupants of any rental units you may own so they are prepared for the inspection.


The field inspectors will have a protective mask to wear if requested by the property owner. A contactless interior inspection using a video conference either during the first visit or a mutually scheduled time will also be an available option.

If your property has a unique condition that you feel influences the value, please send documentation to: **Appraisal Systems, Inc., 17-17 Route 208N - Suite 210, Fair Lawn, NJ 07410** - and it will be considered in the process.

The new property values for Tax Year 2024 will all be determined based on their estimated market value as of October 1, 2023 (the statutory date required by law). All property owners will be notified by mail of their proposed assessed values and will have an opportunity to schedule a review with Appraisal Systems to discuss the valuation.

**An online webinar explaining the reassessment process will be conducted on July 11, 2023.** All residents will have the opportunity to watch this presentation about the Reassessment process and ask questions live. Please visit [asi.nj.com](http://asi.nj.com) for the link to the webinar as the date gets closer. Click on "Current Revaluation Information" on the ASI homepage and follow the Hardyston Link.

Any inquiries with respect to the inspection and/or valuation procedure should be directed to Appraisal Systems, Inc. at (201) 493-8530. General info about the Reassessment process can be obtained from the ASI website at [www.asinj.com](http://www.asinj.com).

Sincerely,  
**HARDYSTON TOWNSHIP**  
  
Scott J. Holzhauser, CTA, SCGREA  
Tax Assessor



**Why a Revaluation**  
to fairly distribute among all property owners the value of their property

**VALUATION NOTICES**  
After we have arrived at the true market value of all real property in the municipality, property owners will be notified as to the value placed on their properties. They will also be given an opportunity to arrange a one-on-one meeting with a representative of the firm to discuss any questions that relate to their value of the methods used to arrive at these values.

**ADDITIONAL INFORMATION**  
Many other questions can be answered by visiting our website at [www.asinj.com](http://www.asinj.com) and clicking on the FAQ (Frequently Asked Questions) page.

**PUBLIC CONFIDENCE**  
The success of any revaluation program depends on the confidence of established property values in the justification of established property values. We must keep the public aware of our methods and progress. We realize the public's awareness of our methods through meetings with service clubs, religious or civic groups, etc. will help us develop a greater public understanding of our purpose is to establish an equitable property tax base. We welcome your interest and ask your cooperation.

**How ARE THE VALUES ESTABLISHED**  
ALL OF THE INFORMATION THAT IS BELIEVED TO BE COLLECTED, REVIEWED AND ANALYZED TO MAKE A PROPER DETERMINATION OF FULL AND FAIR VALUE OF EACH PROPERTY.

Generally, real estate market value trends are affecting a sales study. This includes an examination, a delineation of neighborhoods and any land sales which may have taken place in their income-producing potential. As a result of research, the value of a given piece of property is established.

If unable to get a return visit and a photo of the second visit an interior inspection of the property at a mutually convenient date and time. Appraisal Systems must develop accurate records based on actual field inspections and not existing documents.

If the estimate is incorrect, the property owner will be notified by phone and left for the homeowner to schedule the next visit at a mutually convenient time. If at the time of the interior structure of the homeowner, the field representative will leave a card suggesting a time for a schedule the next visit at a mutually convenient time. If at the time of the interior structure of the homeowner, the field representative will leave a card suggesting a time for a schedule the next visit at a mutually convenient time. If at the time of the interior structure of the homeowner, the field representative will leave a card suggesting a time for a schedule the next visit at a mutually convenient time.

the total living area in terms of the total number of rooms for descriptive purposes including your home include: remodeled porches, patios, decks and overall is noted to establish depreciation factors for age, condition, and as they affect value.

Appraisal Systems, Inc.  
[www.asinj.com](http://www.asinj.com)



# THE REASSESSMENT PROCESS

## 1 Inspect

*First visit - Introduction of Field Rep. to property owner*

- First visit between 9:30am-5pm
- Each inspector is issued an ID authorized by the Police Dept.
- Do not allow anyone in your home without this identification.
- Call Police Department *before* allowing anyone in your home if you have any concerns.





# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Site Inspection & Outside Influences*

- Economic loss due to outside influences (environmental nuisances and hazards.)
- Topography (land contours and grades.)



- View (positive and negative influences; views of water, mountains or valleys can produce positive values, conversely a poor view can produce a value penalty.)



# THE REASSESSMENT PROCESS

*First visit – Site Inspection cont....*

1  
Inspect



- Economic loss due to outside influences (such as High Tension wires.)
- Immediately adjacent commercial or industrial properties, gas station, stores, schools, firehouses (can produce a value loss.)
- High traffic streets (proximity to noise, fumes, congestion and accidents are also negative factors that are considered.)



# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Measure exterior*

- The exterior of the residence is examined in detail, starting with the foundation, framing, exterior cover and roof.
- The inspector will measure the exterior dimensions of the main improvement and all other structures on the property.
- The architectural style of the main improvement is identified.



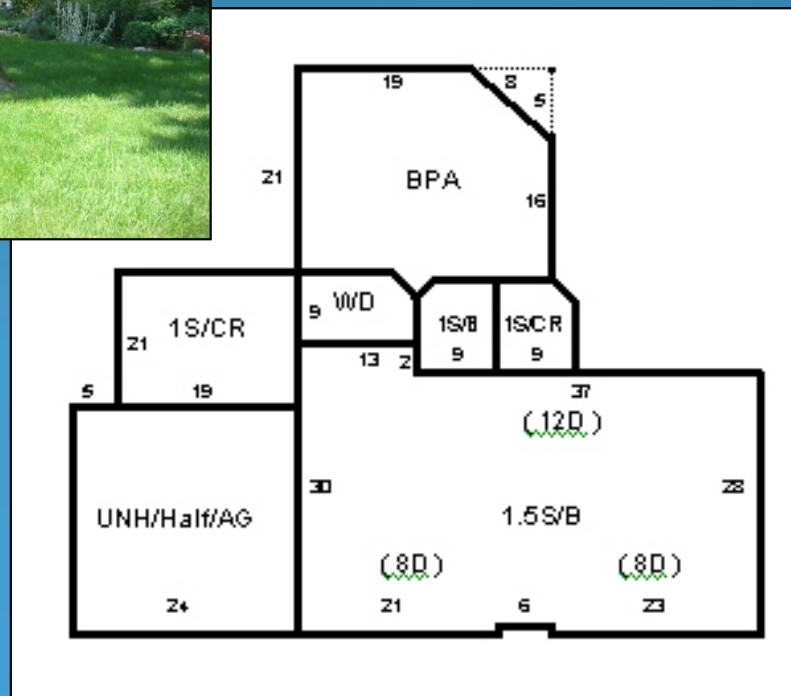
# THE REASSESSMENT PROCESS

## 1 Inspect

*First visit – Measure exterior cont....*



- A footprint of the house is drawn to scale.
- The house is broken into sections





# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Style of the house*

- Architectural style: the character of a building's form and ornamentation
- There are five basic designs:
  - One story
  - One and One-half story
  - Two story
  - Split Level
  - Bi-level
- The architectural style of the main improvement is identified and its effect on property value is considered. Is the style in harmony with the neighborhood and market standards?



# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Exterior quality of the house*

- Quality refers to the character of construction and the materials used, the manner of construction and the workmanship.
- The condition refers to the overall wear and tear, the extent of physical deterioration and the level of maintenance.






# THE REASSESSMENT PROCESS

## 1 Inspect

### First visit – Call Back



- If no one is home on the first visit, the inspector will leave a notice.
- The notice will have an appointment for return visit.
- The appointment will be in the evening (typically between 5pm-7pm.)
- Some Saturdays may also be available.
- The property owner can reschedule by calling the phone number on the card.

 **APPRAISAL  
SYSTEMS INC.**  
8 Cattano Ave., Morristown, NJ 07960

BLOCK: \_\_\_\_\_  
LOT: \_\_\_\_\_  
DATE: \_\_\_\_\_

Dear Property Owner:

A representative of Appraisal Systems was here to inspect your property in accordance with our contract to revalue all property located in the municipality.

Since we were unable to make an interior inspection, we will return on:

**DAY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **INSPECTOR #:** \_\_\_\_\_

If you cannot accommodate us at this time, **please call (973) 285-9940** between the hours of 10AM and 4PM to reschedule to a mutually convenient time.

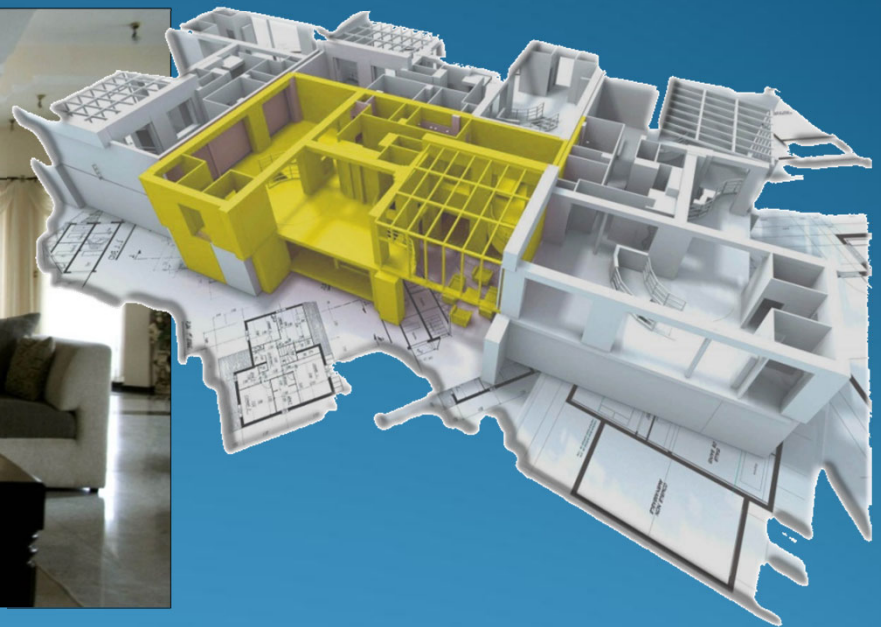
*In the event of inclement weather, this visit will have to be rescheduled.*



# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Interior Inspection*



- The interior of the residence is inspected next and takes approximately 5-15 minutes depending on the size of the house.
- All levels of the home including the main floor, upper levels, attics (with fixed stairs) and basements will be inspected.
- The inspector will also note the number of rooms, heat type, air conditioning, number/type of fireplaces, plumbing, and the percent of finish in attics and basements.





# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Interior Inspection - Kitchens*

- The quality and condition of the kitchen will be examined.



# THE REASSESSMENT PROCESS

## 1 Inspect

### *First visit – Interior Inspection - Bathrooms*

- The quality and condition of the bathroom will be examined.



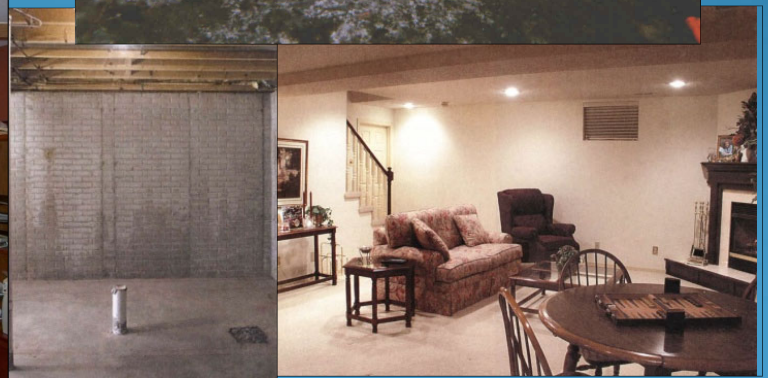
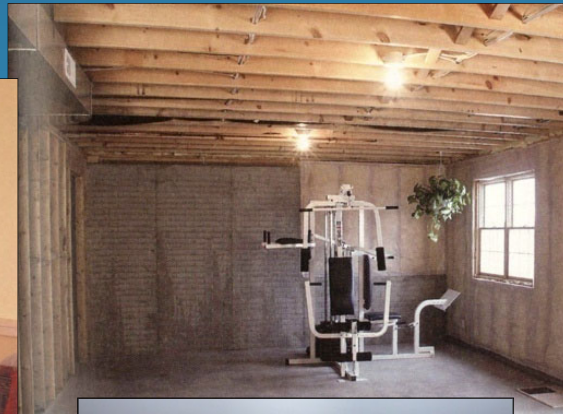


# THE REASSESSMENT PROCESS

## 1 Inspect

*First visit – Interior Inspection – Basements/Attics*

- The quality and condition of the basement and attic areas will be examined.



# THE REASSESSMENT PROCESS

## 1 Inspect

*First Visit – Interior Inspection – COVID 19 Concerns*

**Due to ongoing COVID-19 concerns, inspectors will be supplied with protective gear while performing inspections**

If an inspector is not given the opportunity to do an interior inspection, interior information will be estimated which may result in an inaccurate assessment of your home.

There are 2 ways an interior inspection can be performed:

1) A physical inspection where the inspector enters the premises and does a complete walk through.

2) A contactless interior inspection using a video conference either during the first visit or a mutually convenient scheduled time

- If no one is home at the time inspection, the inspector will leave an inspection card notice.

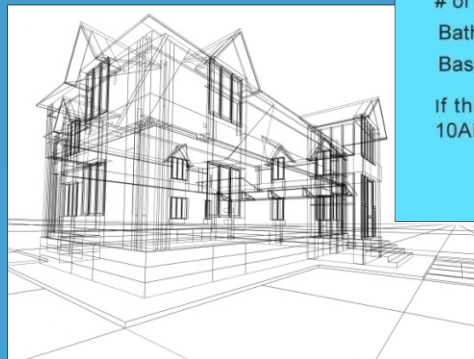


# THE REASSESSMENT PROCESS

## 1 Inspect

### *Second Visit – Estimate*

- If the callback appointment has not been rescheduled by the homeowner, the inspector will return at the scheduled day and time range.
- If no one is home at the time of the second visit, the inspector will estimate the interior. The estimated information will be left with the property owner on a blue “estimate card.”
- If the information is incorrect, the homeowner can call the number on the card to reschedule another interior inspection to correct any inaccuracies.
- Information can not be changed over the phone.



 **APPRAISAL  
SYSTEMS INC.**

BLOCK: \_\_\_\_\_  
LOT: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Dear Property Owner:

A representative of Appraisal Systems has made a second visit to your property and found no one home. An exterior appraisal was made as follows:

# of unit's: \_\_\_\_\_ # of Baths : \_\_\_\_\_ HVAC: \_\_\_\_\_  
Bath Quality: \_\_\_\_\_ Kitchen Quality: \_\_\_\_\_ ½ Story: \_\_\_\_\_  
Basement: \_\_\_\_\_ Overall condition: \_\_\_\_\_

If this information is incorrect, please call **(973) 285-9940** between 10AM and 4PM to arrange for an interior inspection.

Inspector: \_\_\_\_\_





# THE REASSESSMENT PROCESS

## *Condominium/Co-op/Townhouse Properties*

- Same inspection process as residential properties. (Process will be coordinated with property manager if necessary.)
- Master deeds will be utilized to confirm size, layout, model and common elements.
- Same review process as other residential properties.

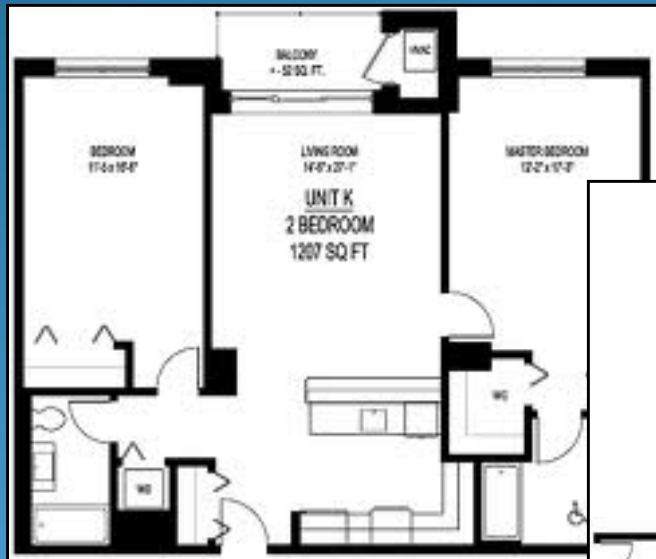




# THE REASSESSMENT PROCESS

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# THE REASSESSMENT PROCESS

## *Neighborhood Development*

### 2 Analyze

- The neighborhood is the immediate environment of the subject property. A neighborhood is defined by certain characteristics that are homogenous and differentiate it from other areas in the community.
- Elements of homogeneity or similarity
  - Similar style houses
  - Houses of similar utility
  - Similar age and size of houses
  - Similar quality of houses
  - Similar price range of houses
  - Similar land uses (zoning)





# THE REASSESSMENT PROCESS

## Neighborhood Development cont....

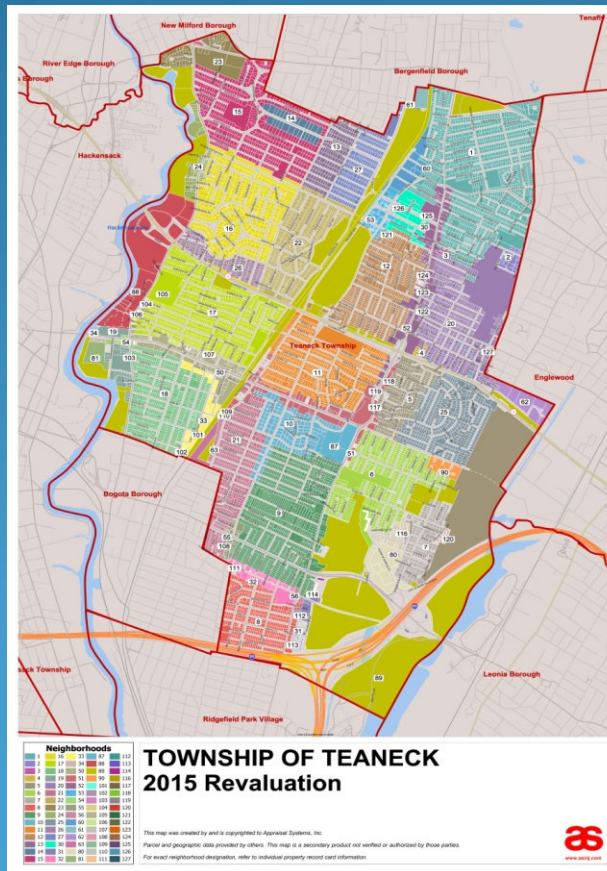
# 2 Analyze

- Neighborhoods are delineated for purposes of analysis and eventual establishment of land values.
- Neighborhood boundaries are often established by:

-Natural barriers (rivers, lakes, hills, etc.....)

-Political barriers (city limits, zone boundaries, school districts, etc.....)

-Man made obstacles (streets and highways, rail lines, major utility rights of way, "green belts", etc.....)

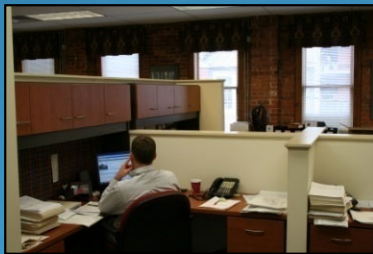


# THE REASSESSMENT PROCESS

## Market Analysis & Review cont....

### 3 Review

- Reports are generated based upon information realized from the inspection of properties and the market sales analysis.
- Assists in applying all market value indicators into a uniform standard that produces equitable values.



Max: 0.00 Min: 0.00

Re-Calc: N SPRING LAKE

SUMMARY REPORT 2

11/12/99 Page 1

STYLE/NEIGHBORHOOD ANALYSIS - SORTED BY STYLE

Block	Lot	Qual	Cl	Nei	Land	Bldg	Totl	11/12/99	Block	Lot	Qual	Cl	Nei	Land	Net	Impr	Total	Neigh	VCS	St	Qual	Blt	A	Co	NX	Area	Impr	A	Impr	Sale	Sale	Price	Imp	A	Ratio
8	10	2	203	350800	224600	575400																													
8	14.01	2	203	411000	320200	731200																													
18	4.01	2	102	689300	478000	1167300																													
18	6.01	2	102	689300	504500	1193800																													
18	8	2	203	350800	116900	467700																													
19	3.01	2	102	718700	521000	1239700	137	3																											
19	8	2	203	350800	130700	481500	58	3																											
31	9	2	203	333300	211400	544700	69	15																											
31	10	2	203	350800	198700	549500																													
32	6	2	101	724900	783100	1508000	108	1																											
32	23	2	202	451400	287600	739000	141	1																											
54	10	2	205	724800	879900	1604700	78	4.01																											
56	5	2	101	599000	395200	994200	88	1																											
58	3	2	205	790400	1529100	2319500	32	6																											
60	3	2	207	349200	175500	524700	56	5																											
60	7	2	207	350800	175200	526000	18	4.01																											
66	4	2	100	920700	739700	1660400	18	6.01																											
66	13	2	201	615900	1698800	2314700	19	3.01																											
69	15	2	206	549300	233400	782700	107	9.01																											
70	19.01	2	207	350600	482200	832800	66	13																											
78	4.01	2	100	563300	289500	852800	8	10																											
88	1	2	100	2552000	1161200	3713200	31	10																											
107	9.01	2	200	616500	942300	1558800	19	8																											
108	1	2	100	748700	442100	1190800	54	10																											
122	2	2	100	656400	163300	819700	60	3																											
136	1	2	300	476500	494900	971400	60	7																											
136	3	2	300	714200	773600	1487800	70	19.01																											
79810	144	10	2	724800	879900	1604700	205	4203Y	CL	20	1900	30	A	67Y	6457	249	01/16/98	91000	141	176															
08150	136	1	2	468000	529500	997500	300	A300Y	CL	20	1968	10	G	100Y	2697	370	09/09/98	105000	389	95															
99750	136	3	2	476500	95	47900	300	A300Y	CL	20	1910	28	A	65Y	4499	212	10/28/98	950000	211	100															
49000	136	3	2	714200	1042500	300	A300Y	CL	20	1900	15	A	91Y	6289	166	05/06/97	985000	157	106																
5430	51	9	2	333300	95	211400	544700	203	A203Y	CY	18	1981	10	A	90Y	2391	228	01/15/97	439000	184	102														
59050	8	14.01	2	411000	100	320200	731200	203	A203Y	CY	19	1958	15	A	85Y	3240	226	08/20/97	700000	216	104														
137	5	2	844700	100	236800	1081500	100	A100Y	RH	18	1961	20	A	83Y	2964	372	04/09/97	845000	291	128															
18	8	2	350800	100	116900	467700	203	A203Y	RH	17	1930	30	A	64Y	1258	372	09/16/98	445000	370	101															
147	36	2	395000	95	195500	590500	208	A208Y	RH	17	1969	18	A	82Y	2236	264	03/17/98	575000	257	103															





# THE REASSESSMENT PROCESS

## 4 Inform

### Notification of Value

**AS** **APPRAISAL SYSTEMS, INC.**  
REAL ESTATE APPRAISAL SERVICES

**MORRISTOWN OFFICE**  
8 CATTANO AVENUE  
MORRISTOWN, NJ 07960

**GLEN ROCK OFFICE**  
266 HARRISTOWN ROAD, 3RD FLOOR  
GLEN ROCK, NJ 07452

**BRICK OFFICE**  
1808 ROUTE 88, SUITE 115  
BRICK, NJ 08724

Dear Property Owner:

The revaluation of all property in the Township of Byram has been completed in accordance with the rules and regulations mandated by the State of New Jersey requiring all real property be appraised at its fair market value. We have made a complete analysis of all recent sales in order to accomplish this task and to determine the value of all properties as of October 1, 2008.

We are grateful for the cooperation you have shown while we were undertaking the task of ensuring that everyone is uniformly assessed.

**THE FAIR MARKET VALUE OF YOUR PROPERTY IS: \$**

**This 2009 Revaluation has resulted in a change in your assessed valuation, as noted above. Do not apply the 2008 tax rate to this new proposed assessed value. While the 2009 TAX RATE WILL DECREASE as a result of the revaluation, the increase or decrease of your property taxes cannot be computed until the new tax rate is established in the spring of 2009.**

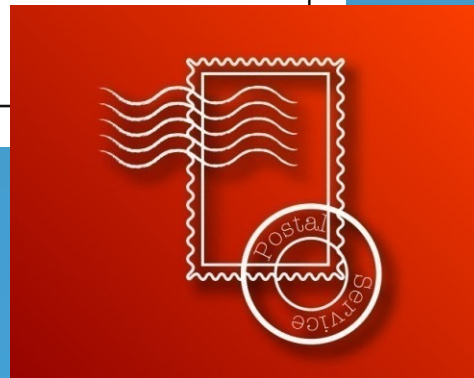
If you desire to meet with one of our representatives to discuss your new 2009 assessed valuation, with respect to the current market value of your property, please call **1-800-994-1999** Monday through Friday from 10 AM to 4 PM in order to schedule an individual meeting. Scheduling must be arranged within ten days of the date of this letter.

These one-on-one conferences are designed to continue the information gathering process and may result in increased, decreased, or unchanged values depending upon the facts relevant to each individual case. No decision can or will be made at the time of your meeting. Appraisal Systems Inc. staff along with the Municipal Assessor will consider the information obtained and notify you by mail with the outcome of the review. The time and location of the appointment will be confirmed at the time of your call.

Sincerely,  
**APPRAISAL SYSTEMS, INC.**

Ernest F. Del Guercio  
President

- Mailed to address of record for all property owners.
- Date of mailing depends on the project schedule.
- Mailings usually occur at the end of the year or early into the next year.
- Contains total assessment for property.
- Contains instructions for setting up a meeting to review assessment.



# THE REASSESSMENT PROCESS

4  
Inform

Website



**AS**  
Appraisal Systems  
A PROFESSIONAL CORPORATION

Since 1981, when Ernest F. Del Guercio Sr. founded Appraisal Systems, Inc., the firm has earned the confidence and respect of New Jersey assessors, administrators and elected officials.

The firm has been successful in providing a full spectrum of mass appraisal, professional real estate valuation, and consulting services with a Reputation for providing the highest quality, result driven appraisal services to our municipal and individual clients.



[Click here for our current revaluations](#)

[Click here for our updated powerpoint presentation](#)

The management team of Appraisal Systems, Inc., with an average of thirty years of broad and extensive experience, coupled with the use of the latest computer technology enmeshed in the analysis and appraisal process have been instrumental in the firm's success.

With over a quarter century of trust and professionalism that marks the history of ASI, you can be assured that you are in the hands of a team that prides itself on outstanding performance....year after year. Appraisal Systems' team is comprised of seventeen full time State Certified Real Estate Appraisers.

High standards have been established for quality and integrity. The qualifications, experience and expertise represented on the following pages encompass those criteria which must be considered when engaging competent real estate appraisers.

OUR OFFICES  
REVALUATION  
APPRAISAL SERVICES  
OTHER SERVICES  
OUR STAFF  
RELATED LINKS  
FAQs

APPRAISAL SYSTEMS, INC.



**AS**  
www.asinj.com

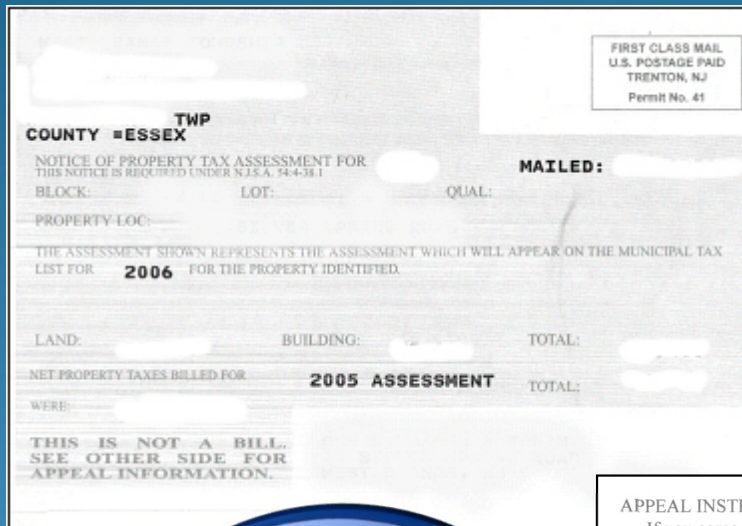




# THE REASSESSMENT PROCESS

## 6 Submit

### *Transmit Final Values to Municipality & County*



FIRST CLASS MAIL  
U.S. POSTAGE PAID  
TRENTON, NJ  
Permit No. 41

COUNTY = **ESSEX** TWP

NOTICE OF PROPERTY TAX ASSESSMENT FOR  
THIS NOTICE IS REQUIRED UNDER N.J.S.A. 54-4-38.1

BLOCK: LOT: QUAL: **MAILED:**

PROPERTY-LOC:

THE ASSESSMENT SHOWN REPRESENTS THE ASSESSMENT WHICH WILL APPEAR ON THE MUNICIPAL TAX LIST FOR **2006** FOR THE PROPERTY IDENTIFIED.

LAND: BUILDING: TOTAL:

NET PROPERTY TAXES BILLED FOR **2005 ASSESSMENT** TOTAL:

WERE:

**THIS IS NOT A BILL.  
SEE OTHER SIDE FOR  
APPEAL INFORMATION.**

- Final values sent to Town and County
- All information (data collection forms, property record cards, photographs, neighborhood map, correspondence, database, etc....) is given to Town.
- Official notification of final value from Municipality (via postcard.)



#### APPEAL INSTRUCTIONS:

If you agree with the assessed value shown, no further action by you is required.

If you disagree with the assessed value shown, an appeal may be filed with the County Board of Taxation. Forms and instruction for filing an appeal may be obtained by contacting the Board at:

Essex County Board of Taxation  
50 South Clinton Street  
Suite 5200  
East Orange, NJ 07018

If the assessed value exceeds \$750,000, you have the option of filing your appeal directly with the Tax Court. Information for filing a complaint with the Tax Court may be obtained by contacting the Tax Court of New Jersey at PO Box 972, Hughes Justice Complex, Trenton, New Jersey 08625.

Assessment appeals must be filed on or before April 1 of the current tax year, or 45 days from the date mailed, as it appears on the front of this notice, whichever date is later.

#### ADDITIONAL INSTRUCTIONS:

Do not multiply last year's property tax rate by the current year's assessed value to determine taxes for the current year.



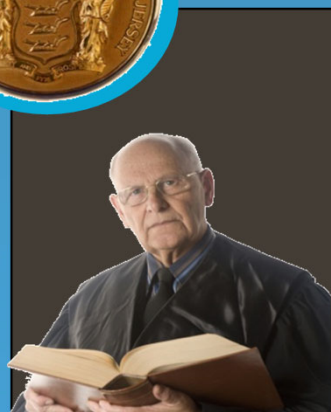


# THE REASSESSMENT PROCESS

## 7 Defend

### Tax Appeal

- County appeal/State appeal.
- Can not appeal comparing assessments.
- Can not appeal taxes.
- Must prove value by use of comparable sales
- Appeal deadline:
  - May 1 (newly revalued municipalities)
  - April 1 (all others)



Form A-1 (6-02) Petition of Appeal  
Essex County Board of Taxation  
50 South Clinton Street, Suite 2300  
East Orange, New Jersey 07015  
(973) 295-8625

Appeal Number \_\_\_\_\_

Property Class \_\_\_\_\_ Filed \_\_\_\_\_  
Checked \_\_\_\_\_  
NAME OF PETITIONER \_\_\_\_\_ (Please type or print) Fee Paid \_\_\_\_\_  
Notified \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_  
( )

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_ Lot Size \_\_\_\_\_  
Municipality \_\_\_\_\_ Property Location \_\_\_\_\_  
Name, telephone no., fax no. and address of person or attorney to be notified of hearing and judgment if different than above: \_\_\_\_\_

**SECTION I APPEAL OF REAL PROPERTY VALUATION (FILING DEADLINE-SEE INSTRUCTION SHEET)**

TAX YEAR \_\_\_\_\_

CURRENT ASSESSMENT		REQUESTED ASSESSMENT	
Land \$ _____	Land \$ _____	Land \$ _____	Land \$ _____
Improvement \$ _____	Improvement \$ _____	Improvement \$ _____	Improvement \$ _____
Abatement \$ _____	Abatement \$ _____	Abatement \$ _____	Abatement \$ _____
Total \$ _____	Total \$ _____	Total \$ _____	Total \$ _____

Purchase Price \$ \_\_\_\_\_ Date of Purchase \_\_\_\_\_ Tax Court Pending YES NO

REASON FOR APPEAL: \_\_\_\_\_

**SECTION II COMPARABLE SALES (See Instruction 9E)**

Block/Lot/Qualifier	Property Location	Sale Price	Sale/Deed Date
1. _____	_____	\$ _____	_____
2. _____	_____	\$ _____	_____
3. _____	_____	\$ _____	_____
4. _____	_____	\$ _____	_____
5. _____	_____	\$ _____	_____

**SECTION III APPEAL FOR DENIAL OF:**

1. <input type="checkbox"/> Veteran's Deduction	5. <input type="checkbox"/> Veteran 100% Disabled or Surviving Spouse of Veteran
2. <input type="checkbox"/> Veteran's/Serviceperson's Surviving Spouse Deduction	6. <input type="checkbox"/> Farmland Assessment Classification
3. <input type="checkbox"/> Senior Citizen Deduction	7. <input type="checkbox"/> Abatement or Exemption - Religious, Charitable, etc. (9-49)
4. <input type="checkbox"/> Disabled Person/Surviving Spouse Deduction	8. <input type="checkbox"/> REAP Property Tax Credit

MUNICIPALITY'S REASON FOR DENIAL: \_\_\_\_\_  
(Attach copy of Denial Notice)

WHEREFORE, Petitioner seeks judgment reducing/increasing (circle one) the said assessment(s) to the correct assessable value of the said property and/or granting the requested Deduction, Credit, Farmland Assessment Classification, Exemption or Abatement.

Date \_\_\_\_\_ Petitioner or Attorney for Petitioner \_\_\_\_\_

**CERTIFICATION OF SERVICE**  
On \_\_\_\_\_, 2006 I, the undersigned, served upon the Assessor and the Clerk of \_\_\_\_\_ (Municipality) or upon the taxpayer, personally or by regular mail or certified mail, a copy of this appeal. I certify that the foregoing statement made by me is true. I am aware that if the foregoing statement is willfully false, I am subject to punishment.

Date \_\_\_\_\_ Signature \_\_\_\_\_

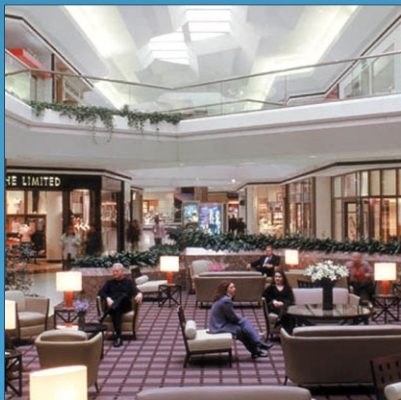
The Director of the Division of Taxation has prescribed this form. No other form will be accepted. Reproduction of this form is permitted provided it is the same size and content.



# THE REASSESSMENT PROCESS

## *Commercial/Industrial Valuation*

- All commercial and industrial properties are valued using three approaches:
  - a. Cost Approach
  - b. Sales Comparison Approach
  - c. Income Capitalization Approach





# THE REASSESSMENT PROCESS

## Commercial/Industrial Valuation cont....

- Property owners are notified via certified mail which contains a demand for income & expense information.

**TOWNSHIP OF SOUTH ORANGE VILLAGE  
INCOME & EXPENSE STATEMENT  
(Request Made Pursuant to N.J.S.A. 54:3-4)**

**Part I - Owner Information**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Quail \_\_\_\_\_  
 Fiscal Period from: / / to / /  
 Name of Person Completing this form: \_\_\_\_\_  
 Title / Position: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_

**Part II - Property Description**

(2.1) Is this property 100% OWNER OCCUPIED: YES \_\_\_\_\_ NO \_\_\_\_\_  
 (If the answer to this question is YES, please complete all sections of the form EXCEPT Part III and the attached rental sheet. If the answer is NO, then please fill out the remainder of this statement and the attached rental sheet. Please return all pages and any attachments to the Assessor's Office.)

(2.2) Predominate Use of Building(s): \_\_\_\_\_ (2.3) Year of Construction: \_\_\_\_\_  
 (2.4) Year of Latest Major Renovation (over \$25,000): \_\_\_\_\_ (2.5) Cost: \_\_\_\_\_  
 (2.6) Description of Work: \_\_\_\_\_  
 (2.7) Avg Story Height of Building (feet): \_\_\_\_\_ (2.8) Total Floor Area of Building: \_\_\_\_\_  
 (2.9) Gross Floor Area (square footage) of Building(s) by Section:  
 RETAIL \_\_\_\_\_ OFFICE \_\_\_\_\_ WAREHOUSE \_\_\_\_\_  
 MANUFACT. \_\_\_\_\_ BANK \_\_\_\_\_ RESTAURANT \_\_\_\_\_  
 LABORATORY \_\_\_\_\_ GARAGE/AUTO \_\_\_\_\_ APARTMENT \_\_\_\_\_

(2.10) Total Sq Ft area of basement: \_\_\_\_\_ (2.11) Sq Ft of Basement Finish: \_\_\_\_\_  
 (2.12) Elevator: YES \_\_\_\_\_ NO \_\_\_\_\_ (2.13) Sprinklers: YES \_\_\_\_\_ NO \_\_\_\_\_  
 (2.14) Total number of RENTAL UNITS (offices, stores, apartments, etc.): \_\_\_\_\_  
 (2.15) Annual percent vacancy (Avg. over past 3 years): \_\_\_\_\_ (2.16) Is This Typical: \_\_\_\_\_  
 (2.17) Do any of the subsequent income and expense figures for the above stated reporting period differ significantly from the property's normal operating experience: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

*Office of the Tax Assessor*

**PART III - STATEMENT OF INCOME (please read guidelines first)** BI \_\_\_\_\_ LT \_\_\_\_\_ QI \_\_\_\_\_

**Potential Gross Income:** \_\_\_\_\_  
 Refers to the total annual income from the rental of space assuming that all space is 100% occupied. The fair rental value of space occupied by the owner and/or building manager would be included.

**Expense Pass-Thru:** \_\_\_\_\_  
 Refers to income that is received for additional charges to tenants. A property owner may be reimbursed for costs such as insurance, taxes, utilities, and other items that may be specified under the lease.

**Overage Rent:** \_\_\_\_\_  
 Any percentage rent paid over and above the base annual rental.

**Other Income:** \_\_\_\_\_  
 Refers to income from services that are related to the operation of the real estate. Examples of this would include income from laundry and vending machines, parking fees, billboards, cellular towers or service, etc.

**POTENTIAL GROSS INCOME (at 100% Occupancy)**

(3.1) Potential Gross Income \_\_\_\_\_  
 (3.2) Expense Pass-Thru \_\_\_\_\_  
 (3.3) Overage Rent \_\_\_\_\_  
 (3.4) Other Income \_\_\_\_\_  
 (3.5) Total Pot. Gross Income (add lines 3.1 - 3.4) \_\_\_\_\_  
 (3.6) Total of ACTUAL INCOME RECEIVED during the stated reporting period \_\_\_\_\_

**PART IV - STATEMENT OF EXPENSES (please read guidelines first)**

**Expenses:** \_\_\_\_\_  
 refer to the periodic expenditures that are necessary to maintain the real property and continue the production of income. An alphabetic listing of typical expense items is provided to aid you in completing this section. Be sure that the expenses listed apply only to the operation of the real estate. If an expense item is not listed, space is provided under "Other Expenses".

**DO NOT:** \_\_\_\_\_  
 list expenses such as mortgage interest and amortization, depreciation, income or corporate taxes, capital expenditures, and salaries that are not attributable to the operation of the real estate.

EXPENSE ITEM	AMOUNT (\$)	EXPENSE ITEM	AMOUNT (\$)
(1.1) Advertising	_____	(1.11) Business Removal	_____
(1.2) Administration	_____	(1.12) Security	_____
(1.3) Depreciation	_____	(1.13) Snow	_____
(1.4) Electric	_____	(1.20) Snow Removal (*)	_____
(1.5) Vendor equipment	_____	(1.21) Supplies (office, cleaning)	_____
(1.6) Fuel	_____	(1.22) Water	_____
(1.7) Insurance (fire)	_____	OTHER EXPENSE ITEMS (DESCRIBE)	_____
(1.8) Insurance (all other)	_____		_____
(1.9) Janitorial	_____		_____
(1.10) Legal	_____		_____
(1.11) Leasing/Commissions	_____		_____
(1.12) Management	_____		_____
(1.13) Payroll	_____		_____
(1.14) Repair & Maint. Building	_____		_____
(1.15) Repair & Maint. Grounds	_____		_____
(1.16) Roof Repair (*)	_____		_____

TOTAL OPERATING EXPENSES \_\_\_\_\_  
 Please Complete Attached Rental Information Sheet for Tenants

*Office of the Tax Assessor*

**RENTAL INFORMATION SHEET (Page 1 of 2)** BI \_\_\_\_\_ LT \_\_\_\_\_ QI \_\_\_\_\_

Please copy this form before you begin if you have more than 8 tenants (see back). You may submit a copy of the LEASES in lieu of completing this form. Please fill out all appropriate sections for each tenant. Refer to the codes: 1 at the bottom of this form. If there are more than 8 units, please submit a copy of the rent roll in addition to completing the below information.

#1. Tenant's Name (or trade name)	Loc. (1)	Lease Date (2)	Term (3)	Type (4)	Unit Sq. Ft.	Type of Space (5)	Annual Rent	RENT Per Sq. Ft.
Who Pays The Expenses: T = Tenant, L = Landlord, S = Split	Options: # / Yrs	Annual Rent Increases (Explain)	# Mo. Free Rent	Work Letter (6)			\$	\$
Tax: <input type="checkbox"/> Elec <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> CAM <input type="checkbox"/>							\$	\$

#2. Tenant's Name (or trade name)	Loc. (1)	Lease Date (2)	Term (3)	Type (4)	Unit Sq. Ft.	Type of Space (5)	Annual Rent	RENT Per Sq. Ft.
Who Pays The Expenses: T = Tenant, L = Landlord, S = Split	Options: # / Yrs	Annual Rent Increases (Explain)	# Mo. Free Rent	Work Letter (6)			\$	\$
Tax: <input type="checkbox"/> Elec <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> CAM <input type="checkbox"/>							\$	\$

#3. Tenant's Name (or trade name)	Loc. (1)	Lease Date (2)	Term (3)	Type (4)	Unit Sq. Ft.	Type of Space (5)	Annual Rent	RENT Per Sq. Ft.
Who Pays The Expenses: T = Tenant, L = Landlord, S = Split	Options: # / Yrs	Annual Rent Increases (Explain)	# Mo. Free Rent	Work Letter (6)			\$	\$
Tax: <input type="checkbox"/> Elec <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> CAM <input type="checkbox"/>							\$	\$

#4. Tenant's Name (or trade name)	Loc. (1)	Lease Date (2)	Term (3)	Type (4)	Unit Sq. Ft.	Type of Space (5)	Annual Rent	RENT Per Sq. Ft.
Who Pays The Expenses: T = Tenant, L = Landlord, S = Split	Options: # / Yrs	Annual Rent Increases (Explain)	# Mo. Free Rent	Work Letter (6)			\$	\$
Tax: <input type="checkbox"/> Elec <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> CAM <input type="checkbox"/>							\$	\$

**COPIES & INSTRUCTIONS:**  
 (1) Loc: \_\_\_\_\_ Location of unit in building B = Basement L,2,3 = First Bldg E = Entire Bldg  
 (2) Originations: N = New Tenant R = Renegotiated Lease O = Option Renewal  
 (3) Type of Space: R = Retail O = Office W = Warehouse M = Manufact. B = Bank L = Lab  
 C = Gas/Auto P = Apt. G = Gas/Auto P = Apt.  
 (4) Work Letter: \_\_\_\_\_ What was the amount of money (\$) allocated to the tenant to fix-up the rental space  
 General Note: CAM = Common Area Maintenance Charges

*Office of the Tax Assessor*

SENATE, No. 309  
**STATE OF NEW JERSEY**  
 PRE-FILED FOR INTRODUCTION IN THE  
 1976 SESSION  
 By Senator Ewing

[§ 94-913]

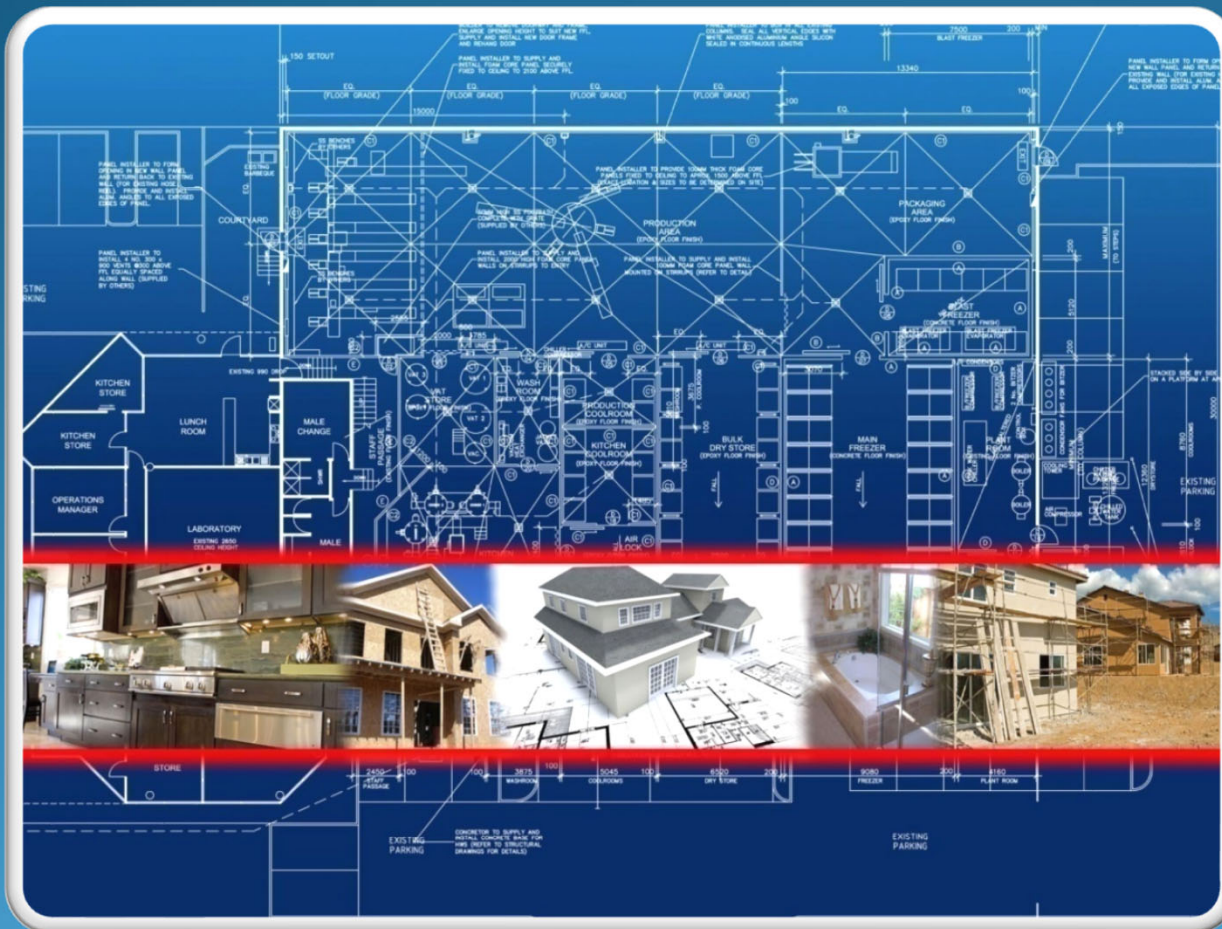
Sec. 54-4-34. Statement by owner; examination by assessor.—Every owner of real property of the taxing district shall, on written request of the assessor, made by certified mail, render a full and true account of his name and real property and the income there from, in the case of income producing property, and produce his title papers, and he may be examined on oath by the assessor, and if he shall fail or refuse to respond to the written request of the assessor within 45 days of such request, or to testify on oath when required, or shall render a false or fraudulent account, the assessor shall value his property at such amount as he may, from any information in his possession or available to him, reasonably determine to be the full and fair value thereof. No appeal shall be heard from the assessor's valuation and assessment with respect to income-producing property where the owner has failed or refused to respond to such written request for information within 45 days of such request or to testify on oath when required, or shall have rendered a false or fraudulent account. The county board of taxation may impose such terms and conditions for furnishing the requested information where it appears that the owner, for good cause shown, could not furnish the information within the required period of time. In making such written request for information pursuant to this section the assessor shall enclose therewith a copy of this section.

(As amended by Ch. 51, Laws 1969, Ch. 91, Laws 1976, effective May 16, 1979.)



# THE REASSESSMENT PROCESS

## Properties Under Construction



- All properties will be valued as of their condition on October 1, of the pre-tax year.
- A property is considered to be taxable when it is “ready for its intended use.”
- The assessor will revisit the property upon completion and subject it to the Added Assessment list.



# THE REASSESSMENT PROCESS

*Project updates and assessment information*

*(when completed) available on ASI website*



The screenshot shows the homepage of Appraisal Systems, Inc. The header features the company logo (a red stylized 'AS' symbol) and the text 'Appraisal Systems A PROFESSIONAL CORPORATION'. A navigation menu on the right lists: 'OUR OFFICES', 'REVALUATION', 'APPRAISAL SERVICES', 'OTHER SERVICES', 'OUR STAFF', 'RELATED LINKS', and 'FAQs'. The main content area includes a large photograph of a modern glass skyscraper. Text on the page describes the company's history since 1981, its services in mass appraisal and real estate valuation, and its commitment to quality and integrity. Two buttons at the bottom left offer links to 'current revaluations' and 'updated powerpoint presentation'. A vertical banner on the right side of the main content area reads 'APPRAISAL SYSTEMS, INC.'.

**Appraisal Systems**  
A PROFESSIONAL CORPORATION

Since 1981, when Ernest F. Del Guercio Sr. founded Appraisal Systems, Inc., the firm has earned the confidence and respect of New Jersey assessors, administrators and elected officials.

The firm has been successful in providing a full spectrum of mass appraisal, professional real estate valuation, and consulting services with a Reputation for providing the highest quality, result driven appraisal services to our municipal and individual clients.

The management team of Appraisal Systems, Inc., with an average of thirty years of broad and extensive experience, coupled with the use of the latest computer technology enmeshed in the analysis and appraisal process have been instrumental in the firm's success.

With over a quarter century of trust and professionalism that marks the history of ASI, you can be assured that you are in the hands of a team that prides itself on outstanding performance....year after year. Appraisal Systems' team is comprised of seventeen full time State Certified Real Estate Appraisers.

High standards have been established for quality and integrity. The qualifications, experience and expertise represented on the following pages encompass those criteria which must be considered when engaging competent real estate appraisers.

[Click here for our current revaluations](#)

[Click here for our updated powerpoint presentation](#)

APPRAISAL SYSTEMS, INC.



  
[www.asinj.com](http://www.asinj.com)