

# THE REASSESSMENT PROCESS



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

*"A revaluation 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 revaluation firm."*

*The following power point presentation was created by Associated Appraisal Group, 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 increases 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 judgment, 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

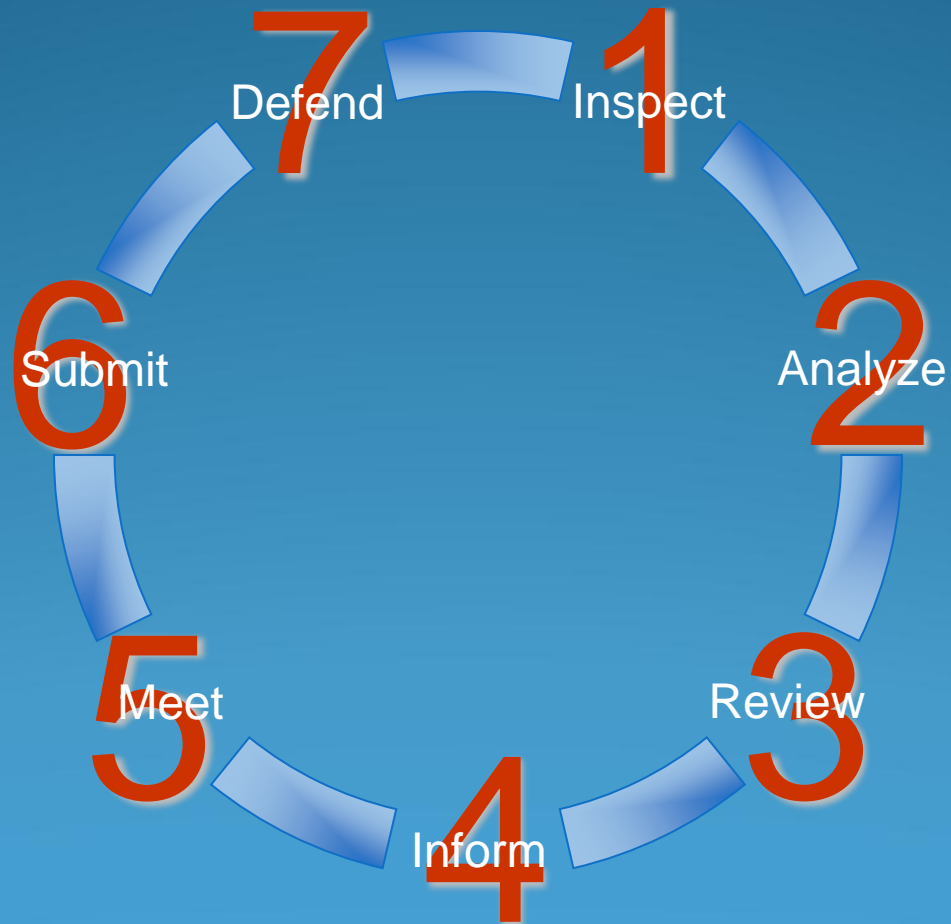
*Property A is assessed at \$15,000,000  
at 90% ratio = \$16,666,700 FMV  
New assessment = \$13,500,000 ( $\$15,000,000 \times 0.90$ )  
 $\$1,500,000$  reduction  $\times \$2.50 = \$37,500$*

- Eliminate Costly Tax Revaluations



# THE REASSESSMENT PROCESS

## *The Reassessment Process*

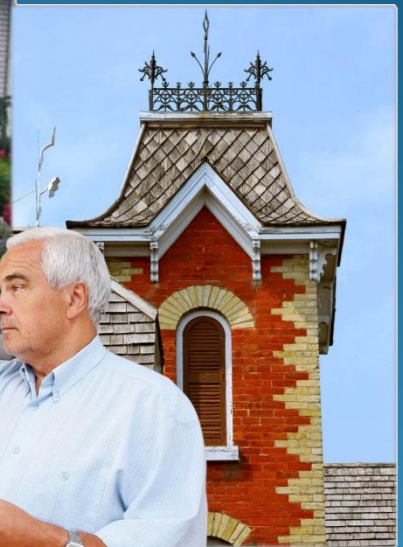


# THE REASSESSMENT PROCESS

## 1 Inspect

*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.



**INSPECTOR**

**#20**  
Christopher Hendrickson



Associated Appraisal Group  
6 Commerce Drive  
Cranford, NJ 07016  
(908) 967-6272  
www.njaag.com



# THE REASSESSMENT PROCESS

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

### 1 Inspect

- 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.)



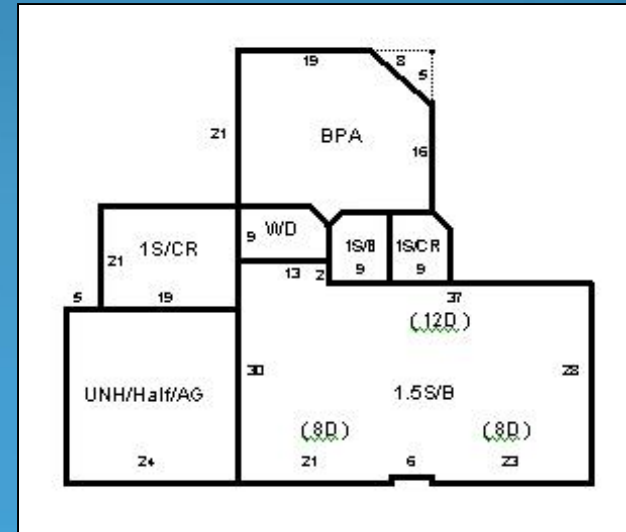
# THE REASSESSMENT PROCESS

## First visit – Measure exterior

### 1 Inspect



- The exterior of the residence is verified in detail, starting with the foundation, framing, exterior cover and roof.
- The inspector will verify the exterior dimensions of the main improvement and all other structures on the property by taking spot measurements.
- The architectural style of the main improvement is verified.



# 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.

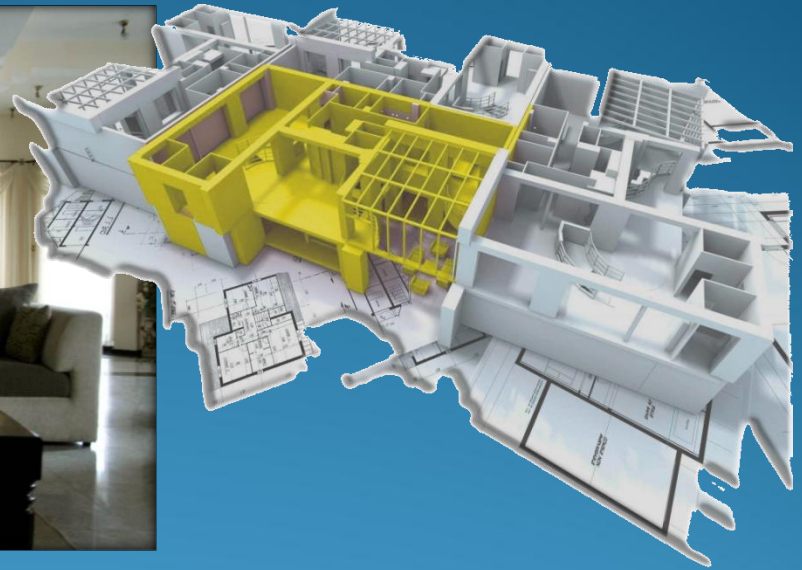




# THE REASSESSMENT PROCESS

## *First visit – Interior Inspection*

### 1 Inspect



- 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 & Baths*

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

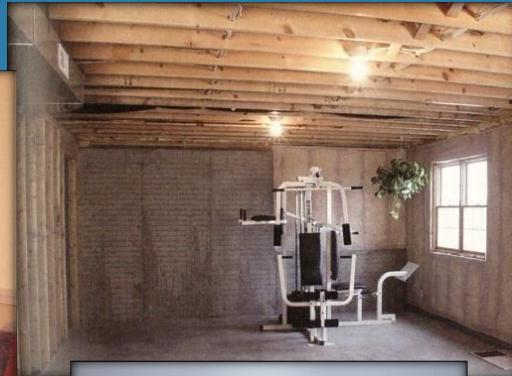
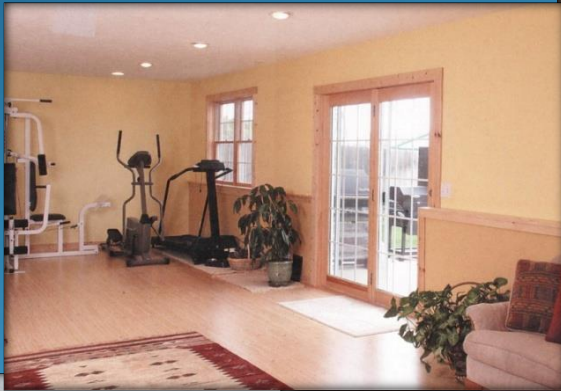


# THE REASSESSMENT PROCESS

## 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**

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.

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.

# THE REASSESSMENT PROCESS

## 1 Inspect

### *First Visit – Interior Inspection – COVID 19 Concerns*

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

#### **Associated Appraisal Group**

Real Estate Appraisal Services  
www.njaag.com

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Qual: \_\_\_\_\_

A representative of Associated Appraisal Group has made a visit to your property and conducted an exterior inspection. “Virtual”, contactless interior inspections are available via a Zoom video conference. Please call **(908) 967-6272** between 10AM and 4 PM to schedule a mutually convenient time for this inspection and to receive more information about the process. If no interior inspection is conducted, the following information will be recorded for your property:

# of units: \_\_\_\_\_ # of Baths: \_\_\_\_\_ HVAC: \_\_\_\_\_

Kitchen Quality: \_\_\_\_\_ Attic: Y/N Attic Finish: Y/N/Partial

Basement: Y/N Basement Finish: Y/N/Partial

Exterior Condition: \_\_\_\_\_ Interior Condition: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Include options for the interior inspection

The inspector will estimate the interior information.

# of Units

# of Baths

HVAC

Attic / Bsmnt Finish

Kitchen Quality

Int. Condition

Ext. Condition

# 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)

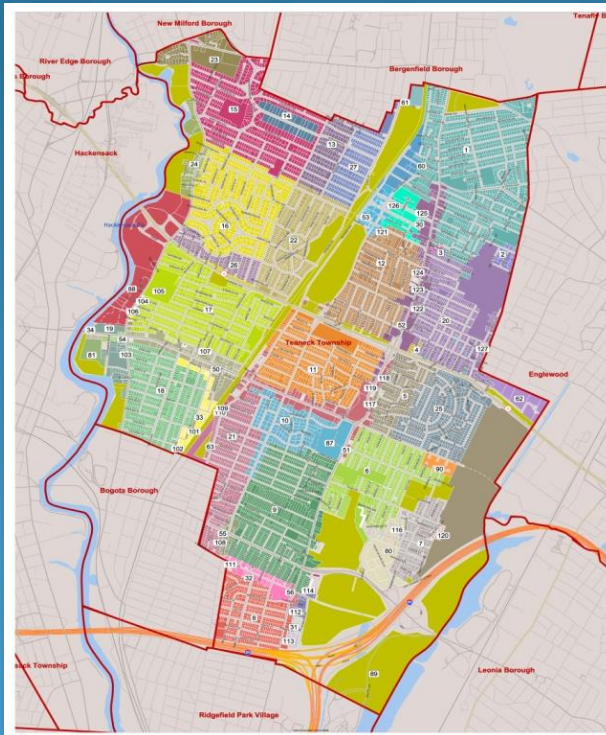


# THE REASSESSMENT PROCESS

## *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....

### 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.



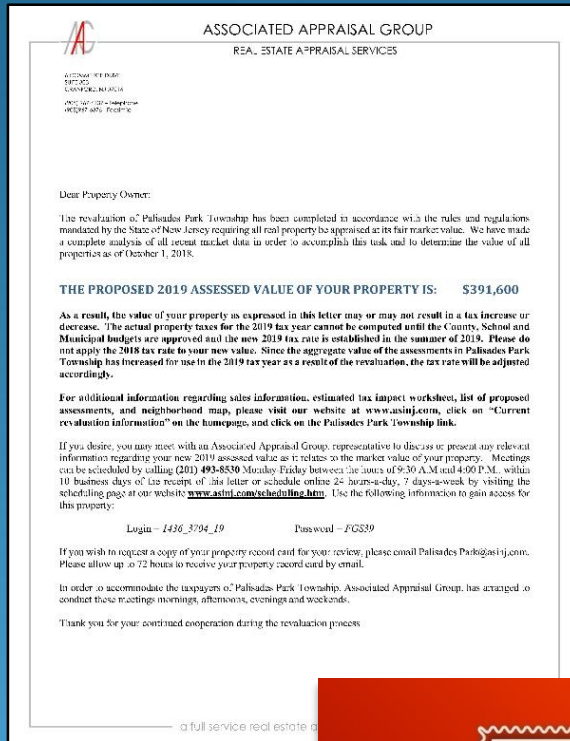
SUMMARY REPORT 2										11/12/99 Page 1																						
Re-Calc: N SPRING LAKE										STYLE/NEIGHBORHOOD ANALYSIS - SORTED BY STYLE																						
Block	Lot	Qual	Cl	Nei	Land	Bldg	Totl	11/12/99		Block	Lot	Qual	Cl	Nei	Land	Bldg	Totl	11/12/99		Block	Lot	Qual	Cl	Nei	Land	Bldg	Totl	11/12/99				
8	10	2	203		350800	224600	575400			122	2	2			656400	90	163300	819700	100	A100Y	BL	19	1970	17	A	83Y	2204	372	04/03/98	815000	370	101
8	14_01	2	203		411000	320200	731200			137	3	2			548400	100	249700	798100	200	A200Y	CC	18	1962	21	A	78Y	2421	330	08/12/97	433404	179	184
18	4_01	2	102		689300	478000	1167300			58	3	2			790400	95	1529100	2319500	205	A205Y	CC	20	1960	10	G	100Y	6628	350	12/23/97	2300000	347	101
18	6_01	2	102		689300	504500	1193800			122	2	2			549300	95	233400	782700	206	A206Y	CC	18	1908	35	G	69Y	2751	285	06/18/98	775000	282	101
18	8	2	203		350800	116900	467700			108	1	2			748700	100	442100	1190800	100	A100Y	CL	20	1975	10	G	96Y	2576	442	11/16/97	950000	369	125
19	3_01	2	102		718700	521000	1239700			78	4_01	2			563300	80	289500	852800	100	A100Y	CL	19	1920	40	A	61Y	4179	204	06/29/98	840000	201	102
19	8	2	203		350800	130700	481500			66	4	2			920700	100	735000	1655700	100	A100Y	CL	20	1948	10	G	100Y	4975	333	08/14/98	1642000	330	101
31	9	2	203		333300	211400	544700			28	1	2			252000	120	114800	364800	100	A100Y	CL	20	1820	22	A	75Y	6909	531	10/17/97	3625000	525	101
31	10	2	203		350800	198700	549500			32	6	2			724900	100	783100	1508000	101	A101Y	CL	20	1980	11	G	95Y	5080	297	01/27/98	1500000	295	101
32	6	2	101		724900	783100	1508000			56	5	2			599000	80	395200	994200	101	A101Y	CL	20	1900	45	G	59Y	5838	170	03/05/98	830000	142	120
32	23	2	202		451400	287600	739000			18	4_01	2			689300	100	478000	1167300	102	A102Y	CL	20	1995	1	A	99Y	2848	410	07/10/97	855000	300	137
54	10	2	205		724800	879900	1604700			107	9_01	2			616500	100	504500	1193800	102	A102Y	CL	20	1999	0	A	100Y	4091	176	02/26/98	740000	244	133
56	5	2	101		599000	395200	994200			66	13	2			615900	95	1698800	2314700	201	A201Y	CL	20	1900	10	G	100Y	5767	421	03/17/98	2250000	300	103
58	3	2	205		790400	1529100	2319500			107	2	2			451400	205	2802Y	CL	19	1980	A	92Y	2674	275	05/06/98	710000	266	103				
60	3	2	207		349200	175500	524700			8	10	2			350800	100	191500	542300	203	A203Y	CL	18.5	1962	7	A	94Y	1898	286	07/31/98	540000	285	100
60	7	2	207		350800	175200	526000			16	1	2			350800	100	198700	549500	203	A203Y	CL	18	1981	10	A	90Y	2140	257	01/07/98	432000	202	127
66	4	2	100		920700	739700	1660400			10	8	2			350800	100	130700	481500	203	A203Y	CL	18	1925	38	A	56Y	2215	219	06/25/97	485000	219	99
69	15	2	206		549300	233400	782700			54	10	2			724800	100	879900	1604700	205	A205Y	CL	20	1900	30	A	67Y	6457	249	10/16/98	910000	141	176
78	10_01	2	207		350600	482200	832800			60	3	2			364200	100	171200	520400	207	A207Y	CL	18.5	1900	38	A	59Y	1824	285	03/06/98	510000	289	102
78	4_01	2	100		563300	289500	852800			60	7	2			350800	100	173200	520400	207	A207Y	CL	18	1900	30	G	74Y	1995	244	09/15/97	325000	263	100
107	9_01	2	200		616500	942300	1558800			70	19_01	2			350600	95	482200	832800	207	A207Y	CL	20	1997	0	A	100Y	3128	264	06/09/97	740711	237	112
108	1	2	100		748700	442100	1190800			144	10	2			363000	90	181300	543300	208	A208Y	CL	18.5	1959	27	A	71Y	2244	243	05/29/97	515000	230	106
122	2	2	100		252000	1161200	3713200			136	1	2			468000	100	529500	995000	300	A300Y	CL	20	1968	10	G	100Y	2697	370	09/09/98	1050000	309	95
136	1	2	300		476500	404000	880500			136	3	2			476500	100	477900	954400	300	A300Y	CL	20	1910	28	A	65Y	4499	212	10/28/98	950000	211	100
144		2	300		714200	272600	986800			136	3	2			714200	100	328300	1042500	300	A300Y	CL	20	1900	15	A	91Y	6289	166	05/06/97	985000	157	106
543300		31	9		233300	211400	544700			137	5	2			847000	100	236800	1081500	100	A100Y	RH	18	1961	20	A	83Y	2904	372	04/09/97	845000	291	128
590508		8	14_01		411000	320200	731200			137	5	2			350800	100	116900	467700	203	A203Y	RH	18	1950	30	A	64Y	1258	372	09/16/98	465000	301	101
		137	5		233300	211400	544700			147	36	2			395000	95	195500	590500	208	A208Y	RH	17.5	1969	18	A	82Y	2236	264	03/17/98	575000	257	103



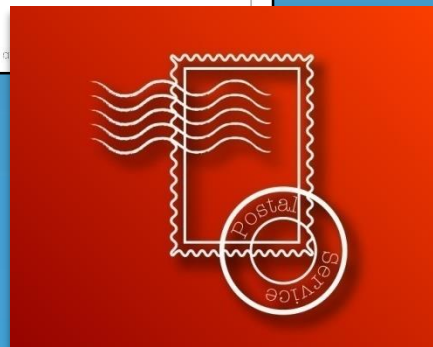
# THE REASSESSMENT PROCESS

## 4 Inform

### Notification of Value



- 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.

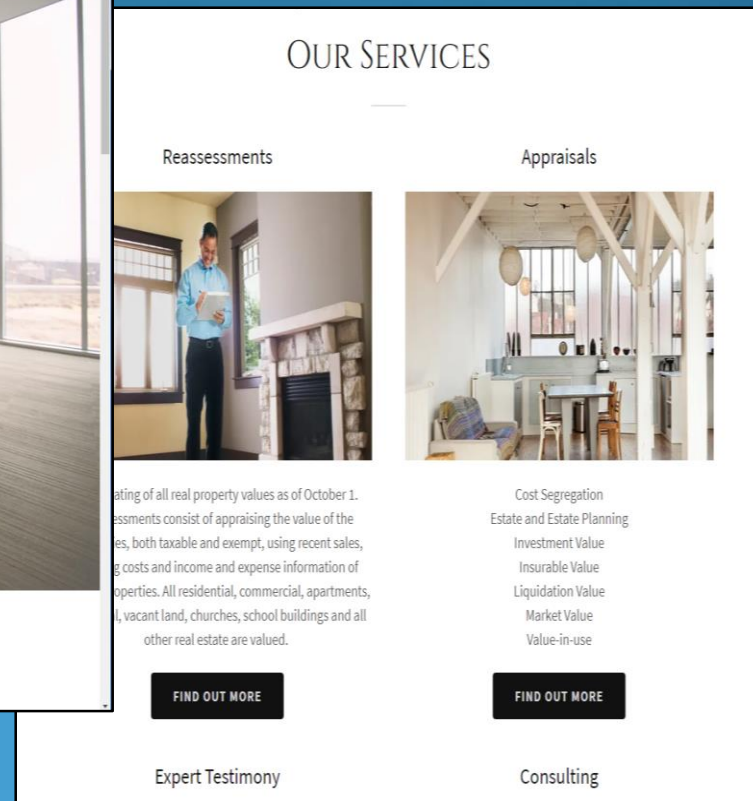
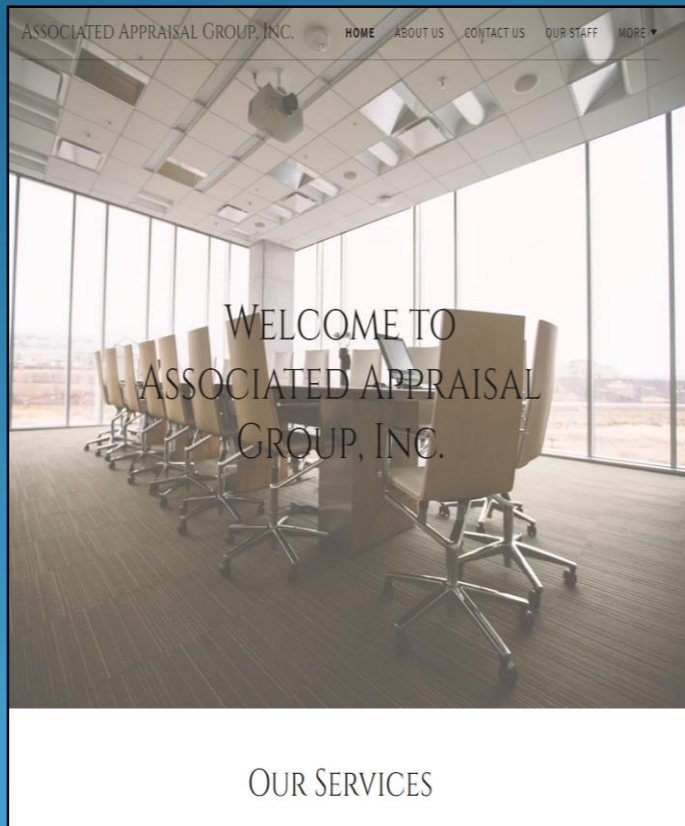


# THE REASSESSMENT PROCESS

4  
Inform

Website

njaag.com



# THE REASSESSMENT PROCESS

## 5 Meet

### *Informal Hearings*

- Opportunity to discuss your proposed assessment with a representative of Appraisal Systems.
- Meetings are held Monday-Saturday; Mornings, afternoons & evenings.
- Typically takes place in the municipal building



# THE REASSESSMENT PROCESS

## 6 Submit

### Transmit Final Values to Municipality & County

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

TWP  
COUNTY = ESSEX

NOTICE OF PROPERTY TAX ASSESSMENT FOR  
THIS NOTICE IS REQUIRED UNDER N.J.S.A. 54-4.3.1.1

MAILED:

BLOCK: LOT: QUAL:

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 (4-02) Petition of Appeal  
Essex County Board of Taxation  
84 South Clinton Street, Suite 2300  
East Orange, New Jersey 07013  
(973) 999-9225 Appeal Number  
\_\_\_\_\_

Property Class: \_\_\_\_\_ Filed \_\_\_\_\_  
Checked \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
Notified \_\_\_\_\_  
Heard \_\_\_\_\_

NAME OF PETITIONER \_\_\_\_\_  
(Please type or print)

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: \_\_\_\_\_

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

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

<u>CURRENT ASSESSMENT</u>	<u>REQUESTED ASSESSMENT</u>
Land \$ _____	Land \$ _____
Improvement \$ _____	Improvement \$ _____
Abatement \$ _____	Abatement \$ _____
Total \$ _____	Total \$ _____
Purchase Price \$ _____	Tax Court Pending _____ YES NO
Date of Purchase _____	

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

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

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

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**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/Servicemember'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. (Specify) _____
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.  
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