

# 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

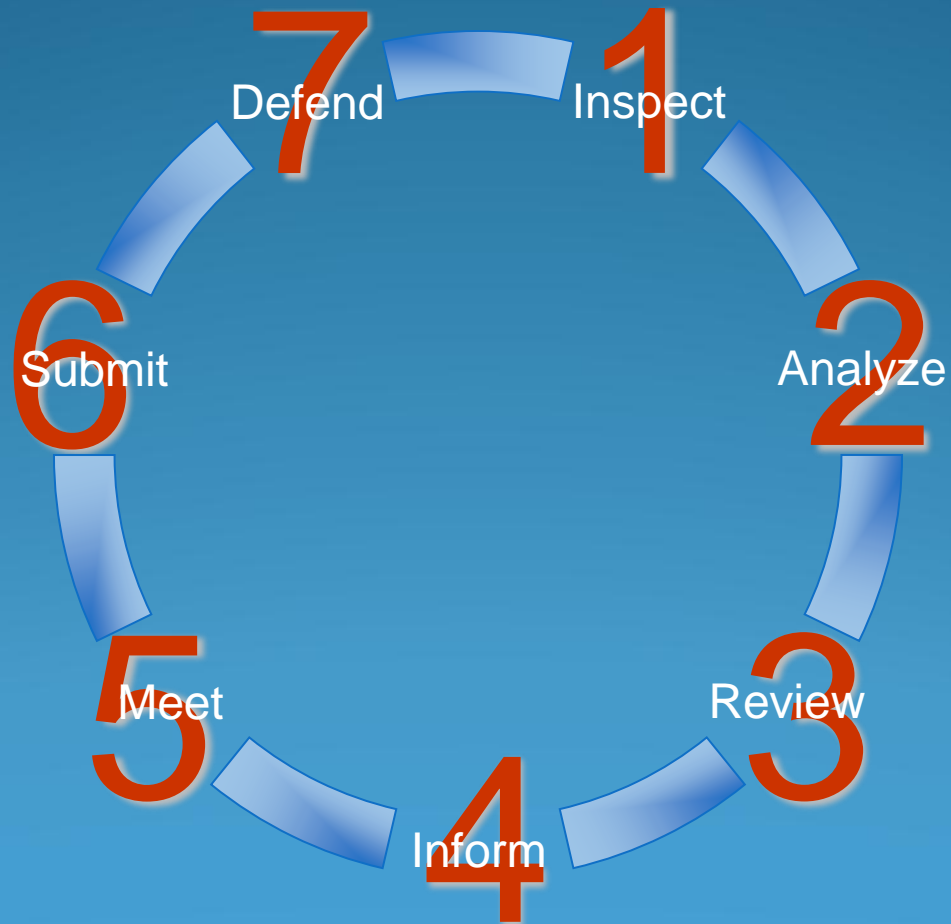
*Property A is assessed at \$15,000,000  
at 90% ratio = \$16,666,700 FMV  
New assessment = \$13,500,000 ( $\$15,000,000 \times 0.90$ )  
\$1,500,000 reduction  $\times$  \$2.50 = \$37,500*

- Eliminate Costly Tax Revaluations



# THE REASSESSMENT PROCESS

*The Reassessment Process*



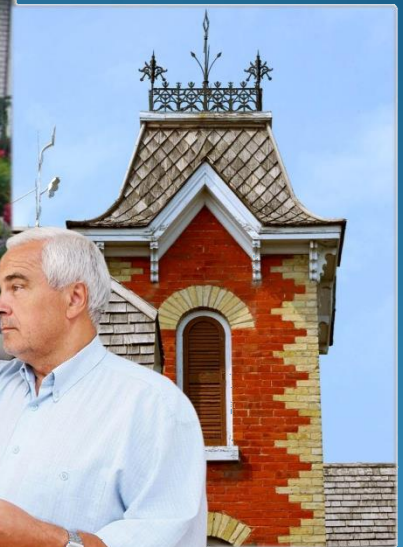


# THE REASSESSMENT PROCESS

## 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

## 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.)



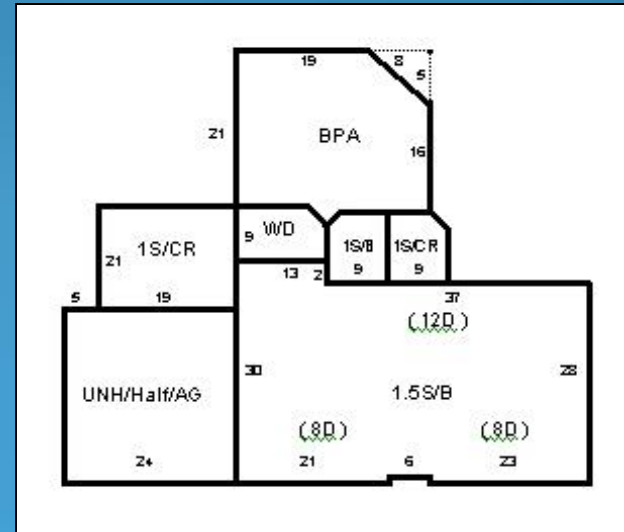
# THE REASSESSMENT PROCESS

## First visit – 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.

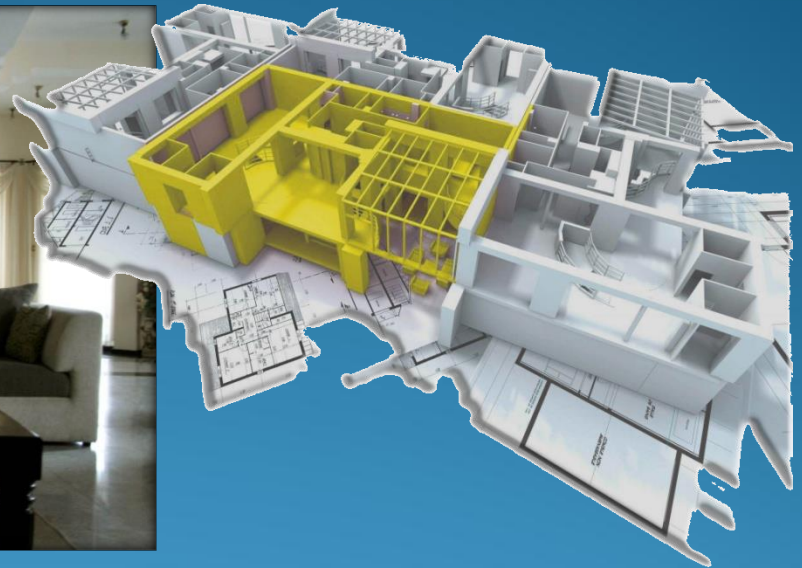




# THE REASSESSMENT PROCESS

## *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.

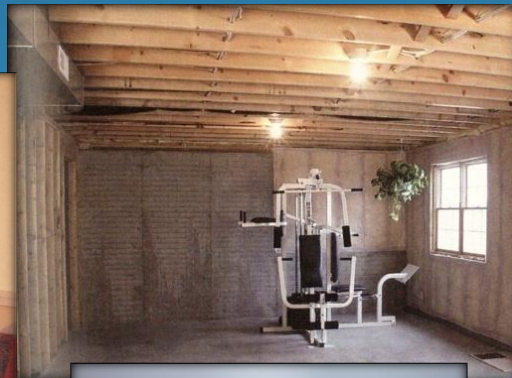
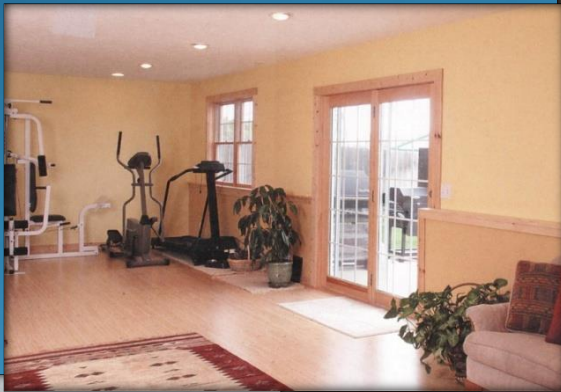


# THE REASSESSMENT PROCESS

## 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)



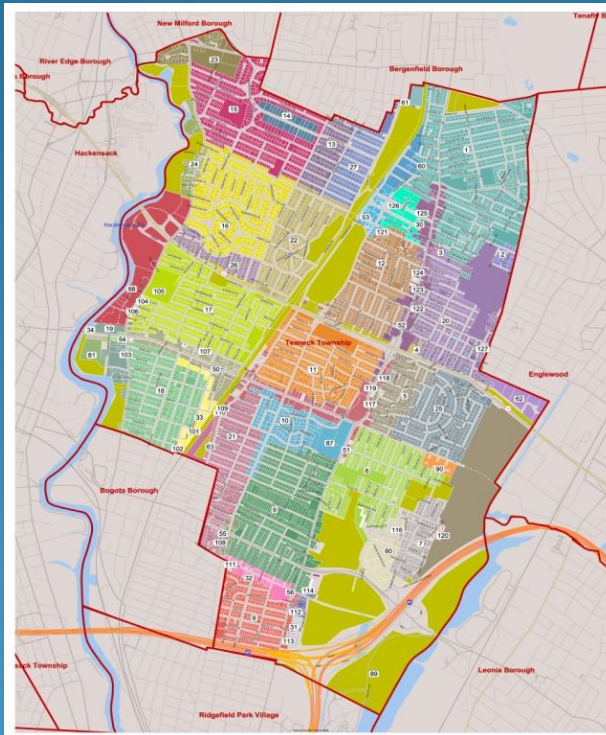


# THE REASSESSMENT PROCESS

## *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.....)

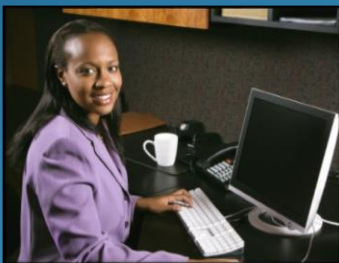
-Man made obstacles (streets and highways, rail lines, major utility rights of way, "green belts", etc.....)

# THE REASSESSMENT PROCESS

## Market Analysis & Review cont....

# 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

S U M M A R Y   R E P O R T   2

11/12/99 Page 1

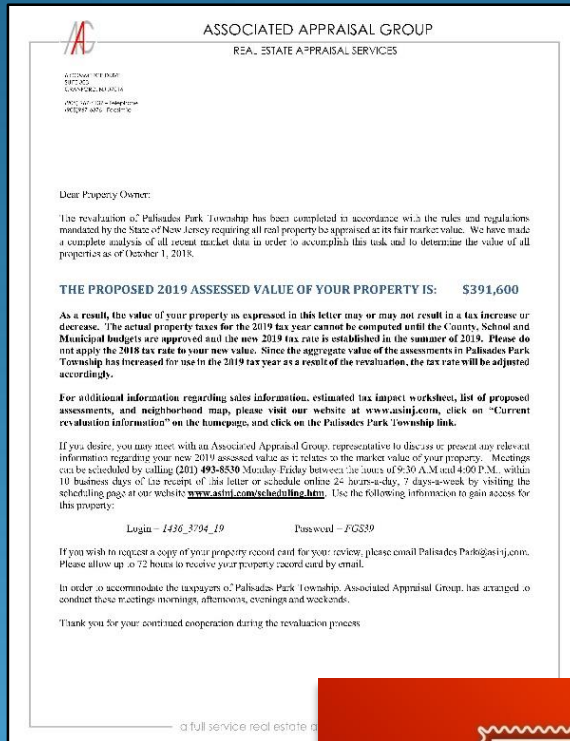
STYLE/NEIGHBORHOOD ANALYSIS - SORTED BY STYLE

														Page 1																					
Block	Lot	Qual	Cl	Nei	Land	Bldg	Totl	11/12/99	Block	Lot	Qual	Cl	Nei	Land	Bldg	Totl	Yr	Ef	Co	MS	Area	Imp	Sale	Sale	Ratio										
														Price	Imp	A																			
8	10		2	203	350800	226600	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		141	1	2			1034700	100	453300	1490000	100	A100Y	CL	20	1950	25	A	77Y	2868	520	05/20/98	2300000	347	101				
18	6_01		2	102	689300	545500	1193800		66	4	2			920700	100	735000	1655700	100	A100Y	CL	20	1948	10	G	100Y	4975	333	08/14/98	1642000	330	101				
18	8		2	203	350800	116900	467700		88	1	2			2522000	20	114800	3646800	100	A100Y	CL	20	1820	22	A	75Y	6909	531	10/11/97	3625000	525	101				
19	3_01		2	102	718700	521000	1239700		32	6	2			724900	100	783100	1508000	101	A101Y	CL	20	1980	11	G	95Y	5080	297	01/27/98	1500000	295	101				
19	8		2	203	350800	130700	481500		56	5	2			599000	80	395200	994200	101	A101Y	CL	20	1900	45	G	59Y	5838	170	03/05/98	830000	142	120				
31	9		2	203	333300	211400	544700		60	7	2			689300	100	478000	1167300	102	A102Y	CL	20	1995	1	A	99Y	2848	410	07/10/97	855000	300	137				
31	10		2	203	350800	198700	549500		66	4	2			489300	100	504500	1193800	102	A102Y	CL	20	1995	1	A	99Y	5678	325	12/22/97	899000	344	133				
32	6		2	101	724900	783100	1508000		107	9	01			718700	100							1999	0	A	100Y	4091	176	02/26/98	740000	181	97				
32	23		2	202	451400	876600	739000		100	1	2			615900	95	1698800	2314700	201	A201Y	CL	20	1900	10	G	100Y	5767	401	03/17/98	2250000	390	103				
34	10		2	205	724800	879900	1604700		8	10	2			350800	100	191500	542300	203	A203Y	CL	18.5	1962	7	A	94Y	1898	286	07/31/98	540000	285	100				
56	5		2	101	599000	395200	994200		88	1	2			350800	100	130700	481500	203	A203Y	CL	18	1981	10	A	90Y	2140	257	01/07/98	432000	202	127				
58	3		2	205	790400	1529100	2319500		10	8	2			350800	100	130700	481500	203	A203Y	CL	18	1925	38	A	56Y	2215	219	06/25/97	485000	219	99				
60	3		2	207	349200	175500	524700		54	10	2			724800	100	879900	1604700	205	A205Y	CL	20	1900	30	A	67Y	6457	249	10/16/98	910000	411	176				
60	7		2	207	350800	175200	526000		60	3	2			362900	100	171200	520400	207	A207Y	CL	18.5	1900	38	A	59Y	1824	285	03/06/98	510000	280	102				
66	4		2	100	920700	739700	1660400		60	7	2			350800	100	173200	520400	207	A207Y	CL	18	1900	30	G	70Y	1995	264	09/15/97	325000	263	100				
66	13		2	201	615900	1698800	2314700		70	19_01	2			350600	95	482200	832800	207	A207Y	CL	20	1997	0	A	100Y	3128	266	06/09/97	740711	237	112				
69	15		2	206	549300	233400	782700		144	10	2			363000	90	181300	544300	208	A208Y	CL	18.5	1950	27	A	71Y	2244	243	05/29/97	515000	230	106				
70	19_01		2	207	350600	482200	832800		136	1	2			468000	100	529500	995500	300	A300Y	CL	20	1968	10	G	100Y	2697	370	09/09/98	1050000	389	95				
78	4_01		2	100	563300	289500	852800		136	3	2			476500	100	477900	954400	300	A300Y	CL	20	1910	28	A	65Y	4499	212	10/28/98	950000	211	100				
88	1		2	100	253200	1161200	3713200		136	3	2			714200	100	328300	1042500	300	A300Y	CL	20	1900	15	A	91Y	6289	166	05/06/97	985000	157	106				
108	1		2	100	748700	442100	1190800		54_30	31	9			544300	31	9	2	333300	95	211400	54700	203	A203Y	CY	18	1981	10	A	90Y	2391	228	01/15/97	439000	184	124
122	2		2	100	656400	163300	819700		59_05	8	14_01			411000	100	320200	731200	203	A203Y	CY	19	1958	15	A	85Y	2324	228	08/20/97	700000	216	104				
136	1		2	300	476500	404000	971400		137	5	2			84700	100	236800	1081500	100	A100Y	RH	18	1961	20	A	83Y	2904	372	04/09/97	845000	291	128				
144			2	203	724200	272600	467800		137	8	2			350800	100	116900	467700	203	A203Y	RH	18	1950	30	A	64Y	1258	372	09/16/98	465000	370	101				
			2	203	411000	320200	731200		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.



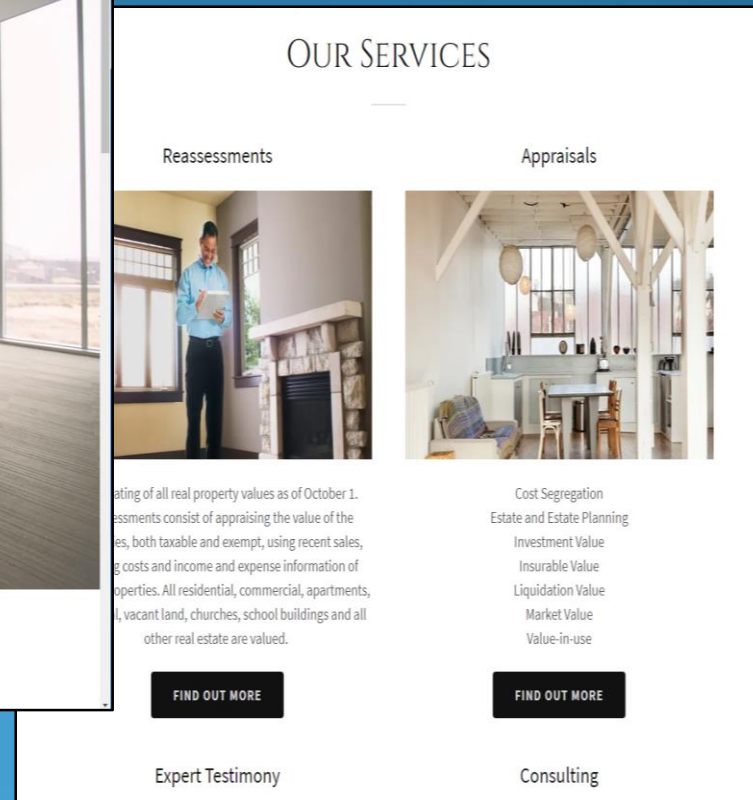
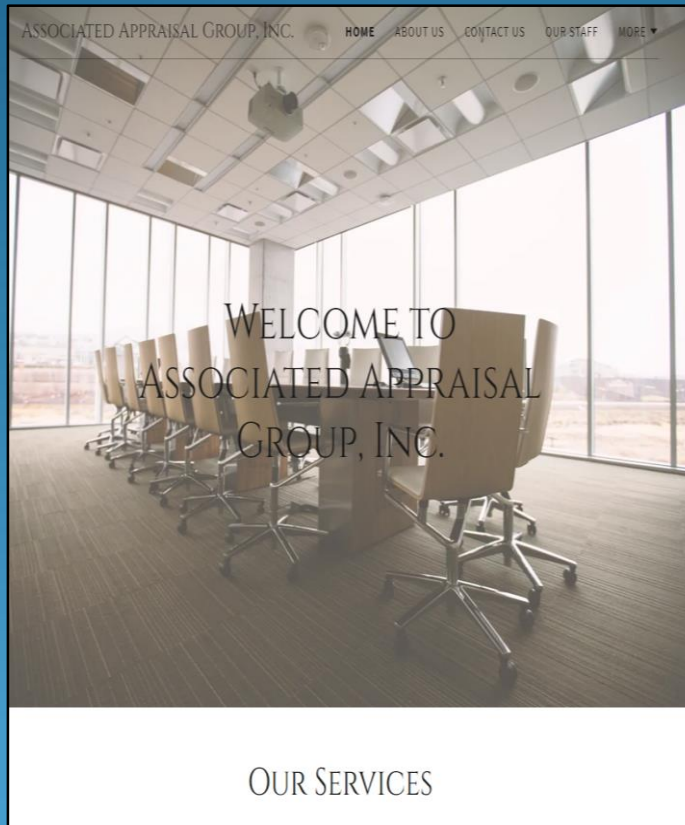


# THE REASSESSMENT PROCESS

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:	

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 07018  
(973) 999-9225 Appeal Number \_\_\_\_\_

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

NAME OF PETITIONER \_\_\_\_\_ (Please type or print) Daytime Telephone Number: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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/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. (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. Reproduction of this form is permitted provided it is the same size and content.