

**TOWNSHIP OF WALPACK**  
**OFFICE OF THE TAX ASSESSOR**  
**PO BOX 813**  
**SUSSEX, NJ 07641**

**Kristy Lockburner**  
**Tax Assessor**

July, 2023

**OWNER**  
**STREET**  
**CSZ**

Dear Property Owner:

As directed by the Sussex County Board of Taxation and the New Jersey Division of Taxation, the Township of Walpack is revaluing all taxable real estate for the 2024 tax year to ensure uniform and equitable assessments. The Township has entered into a contract with Appraisal Systems, Inc. to conduct the reassessment program.

The first step of the Reassessment process is the inspection of all properties in the Township. In the coming months, inspectors from Appraisal Systems, Inc. will begin 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 property. The first visit from an inspector will be unannounced between the hours of 9:00am and 5:00pm. If the homeowner is not present at the first visit, the inspector will leave a card specifying a return date to do 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 will be registered with the Police Department and the Township 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 was 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 convenient scheduled time will also be an available option.

**If your property has a unique condition that you believe may influence its value, please send documentation to: Appraisal Systems, Inc., 17-17 Route 208N – Suite 210, Fairlawn, NJ 07410 and it will be considered.**

The new property values for 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 question/contest the values.

Enclosed is a brochure prepared by Appraisal Systems, Inc. that provides general information regarding reassessment. **Please also visit the ASI website at: [www.asinj.com](http://www.asinj.com) for more information relevant to the reassessment process.**

**Please call ASI with any inquiries regarding the inspection procedure or the reassessment process at (201) 493-8530.**

Sincerely,  
**TOWNSHIP OF WALPACK**



Kristy Lockburner  
Assessor

**APPRAISAL SYSTEMS INC.**



Rick DelGuercio  
President