



## THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE  
MILLBURN, NEW JERSEY 07041

June 2016

«Owner»  
«Street»  
«CityStateZip»

Dear Property Owner:

In accordance with State Law and under the authority of the Essex County Board of Taxation, the Township of Millburn will revalue all taxable real estate for the 2017 Tax Year. This Revaluation is to ensure uniform and equitable assessments. The Township has entered into a contract with Appraisal Systems, Inc. to conduct the revaluation program.

The first step of the revaluation process is the inspection of all properties in the Township. In the coming months inspectors from Appraisal Systems, Inc. will 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. The first visit from an inspector will be between the hours of 9:00am and 5:00pm. If the property owner 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.

All inspectors will carry photo identification authorized by the Township. **Do not allow anyone to enter your home without proper identification.** Owners of rental property should notify all tenants of the rental units that an interior inspection will be forthcoming by the firm. You will be requested to sign the field form verifying that the inspector made an interior inspection.

If your property has a unique situation that influences its value, please send information documenting the condition(s) to Appraisal Systems, Inc., 266 Harristown Road – Suite 302, Glen Rock, NJ 07452. Also, please send any documented proof relative to floodplains or severe topographical conditions affecting your property.

Once the new assessments are determined you will be notified of the valuation placed on your property as well as procedures to review the assessment with a qualified representative of the firm.

Enclosed is a brochure prepared by Appraisal Systems, Inc. addressing questions generally asked by property owners concerning revaluations. You may also visit their website at [www.asinj.com](http://www.asinj.com) to find more information relevant to the revaluation process.

Any inquiries regarding the inspection procedure should be directed to the firm at (201) 493-8530. Please do not call the Assessor's office as they will only direct you to call the firm.

Very truly yours,

**TOWNSHIP OF MILLBURN**

Lisa Baratto  
Assessor

**APPRAISAL SYSTEMS, INC**

Ernest Del Guercio  
CEO