

City Of Salem
Office of the Assessor
17 New Market St
Salem, NJ 08079

July 2016

«owner»
«street»
«CSZ»

Block: «block»
Lot: «lot»
Qual: «qual»
Location: «location»

Dear Property Owner:

In accordance with State Law and under the authority of the Salem County Board of Taxation, the City of Salem will revalue all taxable real estate for the 2017 Tax Year. This Revaluation is to ensure uniform and equitable assessments. The City 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 City. 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 be provided with photo identification authorized by the City. ***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.

Attention landlords: in order to properly assess your property, rental information is needed to perform a function of the income approach to value. You can either fill out the "Rental Survey" directly on our website or complete the form on the back of this letter and mail to Appraisal Systems, Inc., 266 Harristown Road – Suite 302, Glen Rock, NJ 07452. To use the website form, go to www.asinj.com and click on "Current revaluation information" on the homepage and follow the Salem City link. After clicking on the "Rental Survey", a passcode will be required to access the form. Your passcode is **«Password»**.

If your property has a unique condition that influences value, please send information documenting the condition(s). 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 to find more information relevant to the revaluation process.

Any inquiries regarding the inspection procedure should be directed to the firm at (888) 493-8530.

Very truly yours,

CITY OF SALEM

APPRAISAL SYSTEMS, INC



Marie Procacci
Assessor



Rick Delguercio
President