



April 5, 2017

«Owner»
«Street»
«CSZ»

Dear Property Owner:

In accordance with State Law and under the authority of the Bergen County Board of Taxation, the Borough of Saddle River will revalue all taxable real estate for the 2018 Tax Year. This Revaluation is to ensure uniform and equitable assessments. The Borough 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 Borough. 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 9:30am 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.

All representatives will be provided with photo identification authorized by the Borough. **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 condition that influences value, please send documentation to Appraisal Systems, Inc., 266 Harristown Road Suite 302, Glen Rock N.J., 07452 and it will be considered. Also, please send any documented proof relative to floodplains or severe topographical conditions affecting your property.

After the appraisals have been completed, 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 (201) 493-8530.

Very truly yours,

BOROUGH OF SADDLE RIVER

Marie Merolla
Assessor

APPRAISAL SYSTEMS, INC

Rick Del Guercio
President