



## BOROUGH OF POMPTON LAKES

25 Lenox Avenue, Pompton Lakes, New Jersey 07442

(973) 835-0143ext 231  
assessor@pomptonlakesgov.com

April 2017

<mOwner>  
<mAddress>  
<mCSZ>

Dear Property Owner:

The Borough of Pompton Lakes has been ordered by the Passaic County Board of Taxation to perform a revaluation of all real property for the 2018 Tax Year. The purpose of this project is to ensure uniform and equitable assessments. The Borough has entered into a contract with Appraisal Systems, Inc. (ASI) to conduct the revaluation program. A revaluation is a multi-step process starting with the collection of data and ending up with the notification of the final values.

In the coming months, inspectors from ASI will visit all properties, measuring and photographing the exteriors of all buildings and inspecting the interiors. The interior inspection ensures a proper assessment of your home. The first visit from an inspector will be between the hours of 9:00am and 5:00pm. If you are not present at the first visit, the inspector will leave a card specifying a return date and time to do the 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 issued by ASI and 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 ASI. You will be requested to sign the field form verifying that the inspector made an interior inspection.

If your property has a unique condition (such as located in a flood zone or in the "plume") that you would like considered, please send documentation to: Appraisal Systems, Inc., 266 Harristown Road Suite 302, Glen Rock N.J., 07452 or email to: pomptonlakes@asinj.com.

If and when the need arises, the Assessor and representatives from ASI will host meetings to provide groups of property owners with information and the opportunity to ask questions about the revaluation process.

When the appraisals have been completed (anticipated to be in late fall 2017), 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 ASI 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 ASI at **(201) 493-8530**.

Very truly yours,  
**BOROUGH OF POMPTON LAKES**

Michael Barker  
Assessor

**APPRAISAL SYSTEMS, INC**

Rick Del Guercio  
President