The following is the definition of a Revaluation Program as described in the “Handbook for New Jersey Assessors”:

“A revaluation program seeks to spread the tax burden equitably within a taxing district by appraising property according to its true value and assessing it based upon such value. This is accomplished by the mass appraisal of all real property in the taxing district by an outside professional appraisal or revaluation firm.”
There is an erroneous assumption by some that a revaluation is a means by which a municipality increases property taxes.

Revaluations do not increase the total amount of revenue to be raised by taxation. The municipality only collects the amount of tax dollars that the four units of local government (local school, regional school, county government and municipal government) determine is necessary to operate.

New Jersey’s real property tax is ad valorem or a tax “according to the value.” The State Constitution at Article VIII, Section 1, Par. 1 requires that all real property be assessed at the “same standard of value.” New Jersey Statutes at N.J.S.A. 54:4-23 establish the standard of property value to be the “full and fair value” or “true value” which is defined as “the price at which, in the assessor’s judgement, each parcel of real property would sell for at a fair and bona fide sale.”
Why a Revaluation?

• Ordered by County Board of Taxation
• Criteria used to determine need:
  * last reval (2000)
  * average ratio (61.78%)
  * coefficient of deviation (12.70)
  * number of MCTB tax appeals (41)

  Other:
  * changes in characteristics in areas or neighborhoods within the municipality and in individual properties
    * economics (inflation and recession)
    * fads (desirability of architecture, size of home, etc...)
    * legislation (wetlands, pinelands, zoning, etc...)
The Revaluation Process

1. Inspect
2. Analyze
3. Review
4. Inform
5. Meet
6. Submit
7. Defend

THE REVALUATION OF ROXBURY
Mailed to address of record for all residential and vacant land owners.

The REVALUATION of ROXBURY

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Letter of Introduction with brochure

Township of Roxbury
1715 Route 46
Lodi, NJ 07644
www.roxburynj.gov

September 28, 2017

Owner
Street
CSZ

Dear Property Owner:

As directed by the Morris County Board of Taxation and as ordered by the State Division of Taxation, the Township of Roxbury must perform all required real estate for the 2019 tax year to assure 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 program is the inspection of all properties in the Township. In the coming months inspectors from Appraisal Systems, Inc. will visit your property, measuring and photographing the exterior of all buildings and inspecting the interior. In order to properly assess your property, it will be necessary for a representative of Appraisal Systems, Inc. to see the interior. 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 have a card specifying a return date to do the interior inspection. The notice will also have a telephone number to call to reschedule the appointment if the time or date is not convenient.

All representatives will be provided with photo identification authorized by the Township.

For your protection and security, we request that you not allow anyone to enter your home without proper identification.

If you have any concerns with an individual trying to gain entry, please do not hesitate to contact the Roxbury Police Department at 973-448-2100.

Owners of rental properties should notify all tenants of the rental units that an interior inspection will be forthcoming by the firm. Owners/agents will be requested to sign the 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., 200 Harrington Road - Suite 202, Glen Rock, NJ 07452 and it will be considered.

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 revaluation. You may also visit the NJ website at www.njtax.gov to find more information relevant to the revaluation process.

Any inquiries regarding the inspection procedure should be directed to the firm at 973-448-8580.

Sincerely,

TOWNSHIP OF ROXBURY

APPRaisal SYSTEMS, INC.

Jarred J. Harken, CTA
Tax Assessor

2011 “America's Promise Alliance 100 Best Communities for Young People”
First visit between 9:30am - 5pm

Each inspector is issued an ID authorized by the Police Dept.

Do not allow anyone in your home without this identification.

Call Police Department before allowing anyone in your home if you have any concerns.
First visit – Site Inspection & Outside Influences

- Economic loss due to outside influences (environmental nuisances and hazards.)
- Topography (land contours and grades.)

- View (positive and negative influences; views of water, mountains or valleys can produce positive values, conversely a poor view can produce a value penalty.)
First visit – Site Inspection cont....

- Economic loss due to outside influences (such as High Tension wires.)
- Immediately adjacent commercial or industrial properties, gas station, stores, schools, firehouses (can produce a value loss.)
- High traffic streets (proximity to noise, fumes, congestion and accidents are also negative factors that are considered.)
First visit – Measure exterior

- The exterior of the residence is examined in detail, starting with the foundation, framing, exterior cover and roof.
- The inspector will measure the exterior dimensions of the main improvement and all other structures on the property.
- The architectural style of the main improvement is identified.
First visit – Measure exterior cont....

Inspect

- A footprint of the house is drawn to scale.
- The house is broken into sections
First visit – Style of the house

- Architectural style: the character of a building’s form and ornamentation
- There are five basic designs:
  - One story
  - One and One-half story
  - Two story
  - Split Level
  - Bi-level

- The architectural style of the main improvement is identified and its effect on property value is considered. Is the style in harmony with the neighborhood and market standards?
First visit – Style of the house cont....

- Some common architecture styles identified are:
  - Cape Cod
  - Garrison Colonial
  - Dutch Colonial
  - Georgian Colonial
  - Ranch
  - Tudor
  - Victorian
  - Contemporary
  - Row or Attached
  - Bungalow
  - Cottage
  - Farmhouse
  - Log Cabin
  - Manor
  - Duplex
First visit – Exterior quality / condition of the house

• Quality refers to the character of construction and the materials used, the manner of construction and the workmanship.

• The condition refers to the overall wear and tear, the extent of physical deterioration and the level of maintenance.
First visit – Call Back

- If no one is home on the first visit, the inspector will leave a notice.
- The notice will have an appointment for return visit.
- The appointment will be in the evening (typically between 5pm-7pm.)
- Some Saturdays may also be available.
- The property owner can reschedule by calling the phone number on the card.
The interior of the residence is inspected next and takes approximately 5-15 minutes depending on the size of the house.

All levels of the home including the main floor, upper levels, attics (with fixed stairs) and basements will be inspected.

The inspector will also note the number of rooms, heat type, air conditioning, number/type of fireplaces, plumbing, and the percent of finish in attics and basements.
First visit – Interior Inspection - Kitchens

- The quality and condition of the kitchen will be examined.
First visit – Interior Inspection - Bathrooms

- The quality and condition of the bathroom will be examined.
**First visit – Interior Inspection – Basements/Attics**

- The quality and condition of the basement and attic areas will be examined.
Second Visit – Estimate

• If the callback appointment has not been rescheduled by the homeowner, the inspector will return at the scheduled day and time range.

• If no one is home at the time of the second visit, the inspector will estimate the interior. The estimated information will be left with the property owner on a blue “estimate card.”

• If the information is incorrect, the homeowner can call the number on the card to reschedule another interior inspection to correct any inaccuracies.

• Information can not be changed over the phone.
Condominium/Co-op/Townhouse Properties

- Same inspection process as residential properties. (Process will be coordinated with property manager if necessary.)
- Master deeds will be utilized to confirm size, layout, model and common elements.
- Same review process as other residential properties.
Condominium/Co-op/Townhouse Properties

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Neighborhood Development

The neighborhood is the immediate environment of the subject property. A neighborhood is defined by certain characteristics that are homogenous and differentiate it from other areas in the community.

Elements of homogeneity or similarity
- Similar style houses
- Houses of similar utility
- Similar age and size of houses
- Similar quality of houses
- Similar price range of houses
- Similar land uses (zoning)
Neighborhood Development cont....

- Neighborhoods are delineated for purposes of analysis and eventual establishment of land values.
- Neighborhood boundaries are often established by:
  - Natural barriers (rivers, lakes, hills, etc.....)
  - Political barriers (city limits, zone boundaries, school districts, etc.....)
  - Man made obstacles (streets and highways, rail lines, major utility rights of way, “green belts”, etc.....)
• Reports are generated based upon information realized from the inspection of properties and the market sales analysis.

• Assists in applying all market value indicators into a uniform standard that produces equitable values.

THE REVALUATION OF ROXBURY

Market Analysis & Review cont....
• Mailed to address of record for all property owners.
• Date of mailing depends on the project schedule.
• Mailings usually occur at the end of the year or early into the next year.
• Contains total assessment for property.
• Contains instructions for setting up a meeting to review assessment.

dear property owner:
The revaluation of all property in the Township of Byram has been completed in accordance with the rules and regulations mandated by the State of New Jersey requiring all real property be appraised at its fair market value. We have made a complete analysis of all recent sales in order to accomplish this task and to determine the value of all properties as of October 1, 2008.

we are grateful for the cooperation you have shown while we were undertaking the task of ensuring that everyone is uniformly assessed.

the fair market value of your property is: $

this 2009 revaluation has resulted in a change in your assessed valuation, as noted above. do not apply the 2009 tax rate to this new proposed assessed value. while the 2009 tax rate will decrease as a result of the revaluation, the income or decrease of your property taxes cannot be computed until the new tax rate is established in the spring of 2009.

if you desire to meet with one of our representatives to discuss your new 2009 assessed valuation, with respect to your current market value of your property, please call 1-908-991-1999 on weekdays from 9 am to 4 pm in order to schedule an individual meeting. scheduling must be arranged within ten days of the date of this letter.

these one-on-one conferences are designed to continue the information gathering process and may result in increased, decreased, or unchanged values depending upon the facts relevant to each individual case. no decision can or will be made at the time of your meeting. appraisal systems inc., staff along with the municipal assessor will consider the information obtained and notify you by mail with the outcome of the review. the time and location for the appointment will be confirmed at the time of your call.
THE REVALUATION OF ROXBURY
Informal Hearings

• Opportunity to discuss your proposed assessment with a representative of Appraisal Systems.

• One-on-one meeting by appointment.

• Typically takes place in the municipal building.

• Meetings are held Monday-Saturday; Mornings, afternoons & evenings.
Final values sent to Town and County

- All information (data collection forms, property record cards, photographs, neighborhood map, correspondence, database, etc....) is given to Town.

- Official notification of final value from Municipality (via postcard.)
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Tax Appeal

• County appeal/State appeal.
• Can not appeal comparing assessments.
• Can not appeal taxes.
• Must prove value by use of comparable sales
• Appeal deadline:
  - May 1 (newly revalued municipalities)
  - April 1 (all others)
All commercial and industrial properties are valued using three approaches:

- Cost Approach
- Sales Comparison Approach
- Income Capitalization Approach
Property owners are notified via certified mail which contains a demand for income & expense information.

SENATE, No. 309
STATE OF NEW JERSEY
PRE-FILED FOR INTRODUCTION IN THE
1976 SESSION
By Senator Ewing
[¶ 94-913]
Sec. 54:4-34. Statement by owner; examination by assessor.
Every owner of real property of the taxing district shall, on written request of the assessor, made by certified mail, render a full and true account of his name and real property and the income therefrom, in the case of income producing property, and produce his title papers, and he may be examined on oath by the assessor, and if he shall fail or refuse to respond to the written request of the assessor within 45 days of such request, or to testify on oath when required, or shall render a false or fraudulent account, the assessor shall value his property at such amount as he may, from any information in his possession or available to him, reasonably determine to be the full and fair value thereof. No appeal shall be heard from the assessor's valuation and assessment with respect to income-producing property where the owner has failed or refused to respond to such written request for information within 45 days of such request, or to testify on oath when required, or shall have rendered a false or fraudulent account. The county board of taxation may impose such terms and conditions for furnishing the requested information where it appears that the owner, for good cause shown, could not furnish the information within the required period of time. In making such written request for information pursuant to this section the assessor shall enclose therewith a copy of this section.

(As amended by Ch. 51, Laws 1960; Ch. 91, Laws 1979, effective May 16, 1979.)

THE REVALUATION OF ROXBURY

Commercial/Industrial Valuation cont....
Properties Under Construction

- All properties will be valued as of their condition on October 1, of the pre-tax year.
- A property is considered to be taxable when it is “ready for its intended use.”
- The assessor will revisit the property upon completion and subject it to the Added Assessment list.