

THE REVALUATION OF TEWKSBURY



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."

The following power point presentation was created by Appraisal Systems, Inc. to provide a basic outline of the revaluation process. All rights are reserved.



THE REVALUATION OF TEWKSBURY

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."



THE REVALUATION OF TEWKSBURY

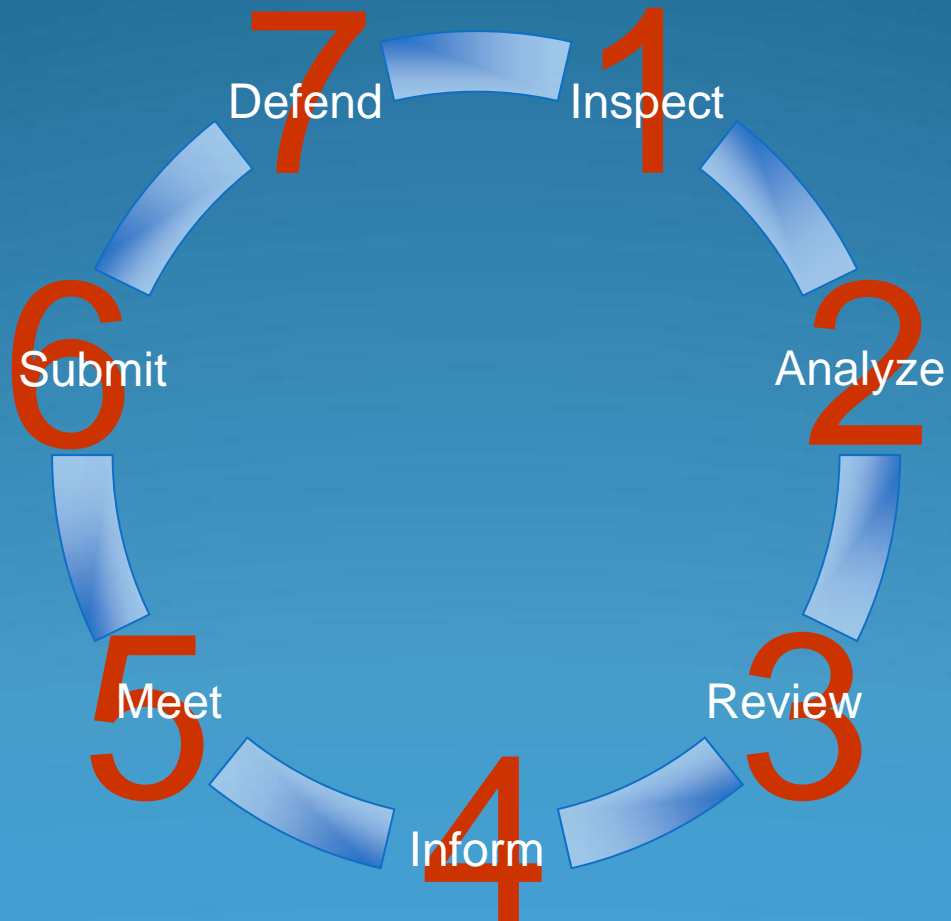
Why a Revaluation?

- Ordered by County Board of Taxation
- Criteria used to determine need:
 - * last reassessment (2002)
 - * average ratio (81.46%)
 - * coefficient of deviation (14.97)
 - * number of appeals (21 in 2018)
 - * 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, zoning, etc...)



THE REVALUATION OF TEWKSBURY

The Revaluation Process




THE REVALUATION OF TEWKSBURY

1 Inspect

Letter of Introduction with brochure

- Mailed to address of record for all residential and vacant land owners.

Township of Tewksbury
189 Old Lurgille Rd., Calton, New Jersey 07833
Telephone: 908-439-0022
Administration Fax: 908-439-0034
Finance Fax: 908-439-0035



Dear Property Owner:

As directed by the Hunterdon County Board of Taxation and as ordered by the State Division of Taxation, the Township of Tewksbury must revalue all taxable real estate for the 2020 tax year 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 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 examine 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 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 Township.
Do not allow anyone to enter your home without proper identification.

Owners of rental properties should notify all tenants of the rental units that an interior inspection will be forthcoming by the firm. Owners/occupants 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 Hartsistown Road - Suite 302, 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 revaluations. You may also visit the ASI website at: www.asnj.com to find more information relevant to the revaluation process. Revaluation information can also be found on the Tewksbury Township website at: www.tewksburytwp.net.

All residents are invited to attend an informational night about the revaluation program hosted by Appraisal Systems Inc. on April 23rd, 2019 from 6:00-7:30pm at the Municipal Meeting Hall: 60 Water Street.

Any inquiries regarding this inspection procedure should be directed to the firm at (201) 493-8530.

Sincerely,

TOWNSHIP OF TEWKSBURY

Anna-Maria Obiadzinski, CTA
Tax Assessor

APPRAISAL SYSTEMS, INC.
Rick Del Guercio
President

*the REVALUATION of
your MUNICIPALITY*

a Full Service Real Estate Appraisal Corp.


Appraisal Systems, Inc.
www.asnj.com

VALUATION NOTICES
After we have arrived at the true market value of all real property in the municipality, property owners will be notified as to the value placed on their properties. They will also be given an opportunity to arrange a one-on-one meeting with a representative of the firm to discuss any questions that relate to their value or the methods used to arrive at these values.

ADDITIONAL INFORMATION
Many other questions can be answered by visiting our website at www.asnj.com and clicking on the FAQ (Frequently Asked Questions) page.

PUBLIC CONFIDENCE
The Success of any revaluation program depends on the confidence of an informed citizenry in the justification of established property values. We realize that to gain this confidence we must keep the public aware of our methods and progress. Direct contact with the taxpayer through meetings with service clubs, religious or civic groups, etc. will help us develop a greater public understanding of, and confidence in the revaluation program. Our purpose is to establish an equitable tax base. We welcome your interest and seek your cooperation.

Rock, NJ
PO Box 314
100 Route 88, Ste 111
(732) 444-6332

Monticello, NJ
9 Center Ave
(973) 265-9966

Glen Rock, NJ
PO Box 366
26 Hartsistown Rd, 3rd fl
(201) 493-8530

So property assessments
2019 tax rate computed
1% property tax bill.

For a fair "according to
real property to be
the Jersey Standards at
the "full and fair value"
market value of the
property length
better

REQUIRED FOR REVALUATION
IN THE MUNICIPALITY, THE INTERIOR AND EXTERIOR OF EACH PROPERTY ARE
GATHERED AND THE BUILDING DIMENSIONS DETERMINED.

It's important to point out that the valuation of your home will be based on the total living area in terms of square footage rather than by a room count, although the inspector will list the total number of rooms for descriptive purposes only.

Aside from the living area, other features which will affect the valuation of your home include: remodelled bathrooms and kitchens, finished basements, central air conditioning, decks and patios, porches, garages and overall condition of the home. The physical condition of the structure is listed to establish depreciation factors for age.

Topographical features of the land are also noted as they affect value.

If unable to gain entrance at the time of the first visit, the field representative will leave a card suggesting a time for a return visit and a phone number to enable you to schedule the next visit at a mutually convenient time. If at the time of the second visit an interior inspection is again not possible, a considered estimate of the interior structure of the premises will be made by the inspector. This information will be recorded on a card and left for the homeowner. If the estimate is incorrect, the property owner may call the phone number on the card to arrange for an interior inspection of the property at a mutually convenient date and time. Appraisal Systems must develop accurate records based on actual field inspections and not existing documents.

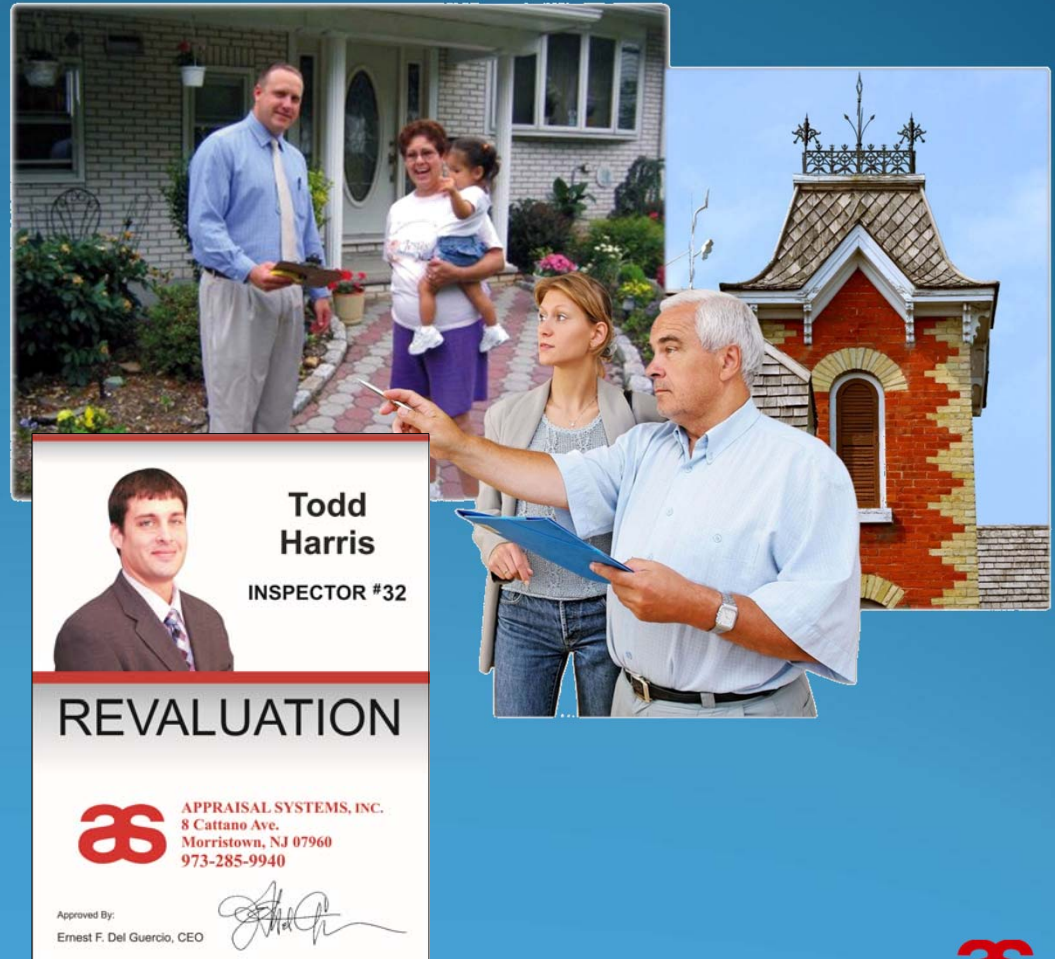


THE REVALUATION OF TEWKSBURY

1 Inspect

First visit - Introduction of Field Rep. to property owner

- First visit between 9:00am-5pm
- Each inspector is issued an Appraisal Systems Inc. ID
- Do not allow anyone in your home without this identification.
- Call Police Department *before* allowing anyone in your home if you have any concerns.



THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Site Inspection cont....

- Economic loss or gain due to outside influences (such as Flooding or View.)

- 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.)



THE REVALUATION OF TEWKSBURY

1 Inspect

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.



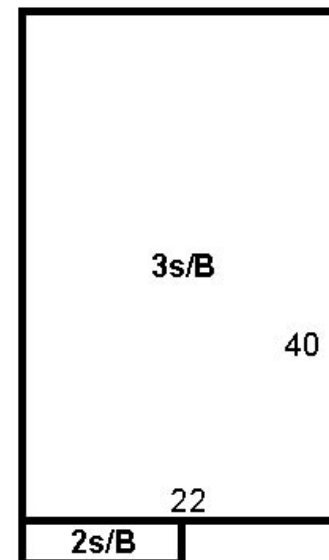
THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Measure exterior cont....



- A footprint of the house is drawn to scale.
- The house is broken into sections



THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Style of the house

- Architectural style: the character of a building's form and ornamentation



- 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?



THE REVALUATION OF TEWKSBURY

1
Inspect

First visit – Condition of the house



THE REVALUATION OF TEWKSBURY

1 Inspect

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 will also be available.
- The property owner can reschedule by calling the phone number on the card.

 **APPRAISAL
SYSTEMS INC.**
8 Cattano Ave., Morristown, NJ 07960

BLOCK: _____
LOT: _____
DATE: _____

Dear Property Owner:

A representative of Appraisal Systems was here to inspect your property in accordance with our contract to revalue all property located in the municipality.

Since we were unable to make an interior inspection, we will return on:

DAY: _____ **DATE:** _____ **TIME:** _____ **INSPECTOR #:** _____

If you cannot accommodate us at this time, **please call (973) 285-9940** between the hours of 10AM and 4PM to reschedule to a mutually convenient time.

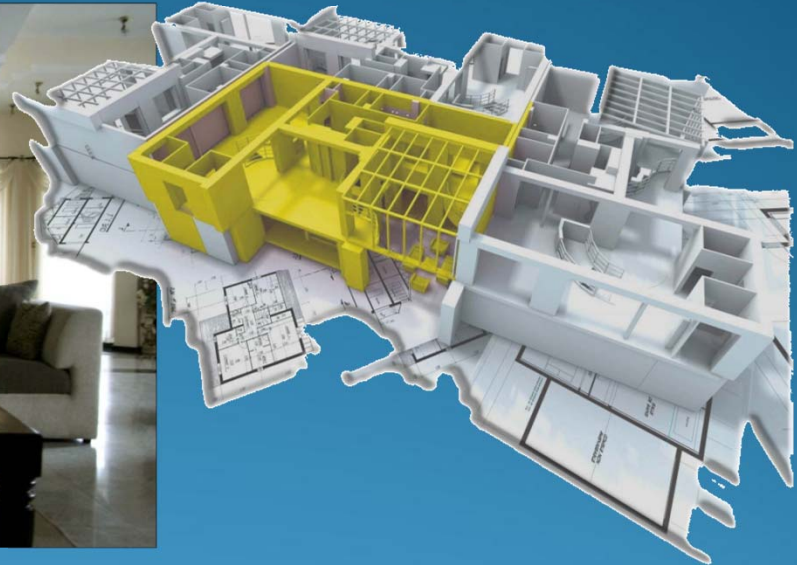
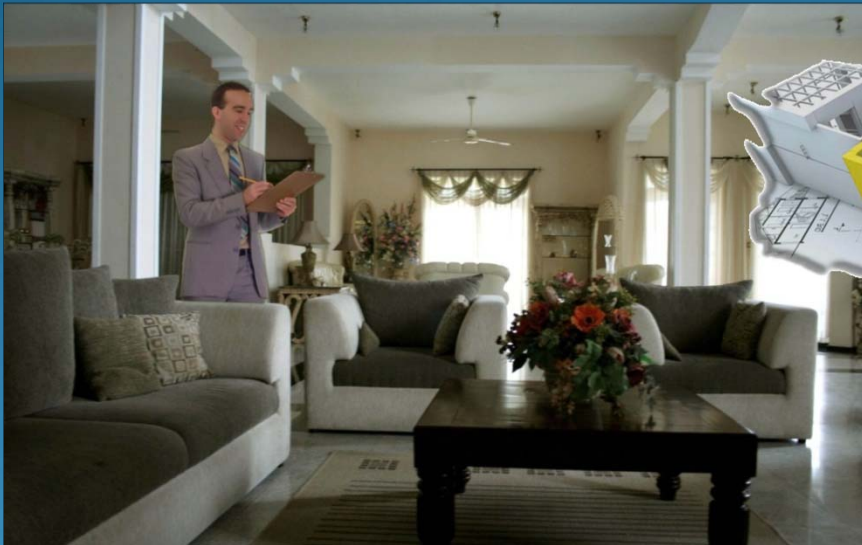
In the event of inclement weather, this visit will have to be rescheduled.



THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Interior Inspection



- 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.



THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Interior Inspection - Kitchens

- The quality and condition of the kitchen will be examined.



THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Interior Inspection - Bathrooms

- The quality and condition of the bathroom will be examined.



THE REVALUATION OF TEWKSBURY

1 Inspect

First visit – Interior Inspection – Basements/Attics

- The quality and condition of the basement and attic areas will be examined.

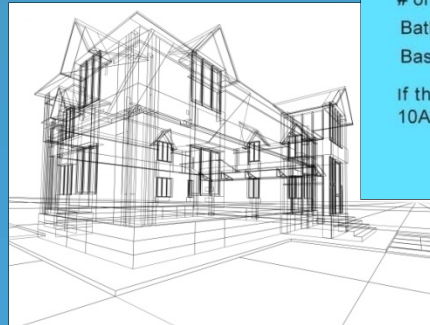


THE REVALUATION OF TEWKSBURY

1 Inspect

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.



Dear Property Owner:

A representative of Appraisal Systems has made a second visit to your property and found no one home. An exterior appraisal was made as follows:

of unit's: _____ # of Baths : _____ HVAC: _____
Bath Quality: _____ Kitchen Quality: _____ ½ Story: _____
Basement: _____ Overall condition: _____

If this information is incorrect, please call (973) 285-9940 between 10AM and 4PM to arrange for an interior inspection.

Inspector: _____

BLOCK: _____
LOT: _____
DATE: _____
TIME: _____



THE REVALUATION OF TEWKSBURY

1 Inspect

Condominium/Co-op/Townhouse Properties

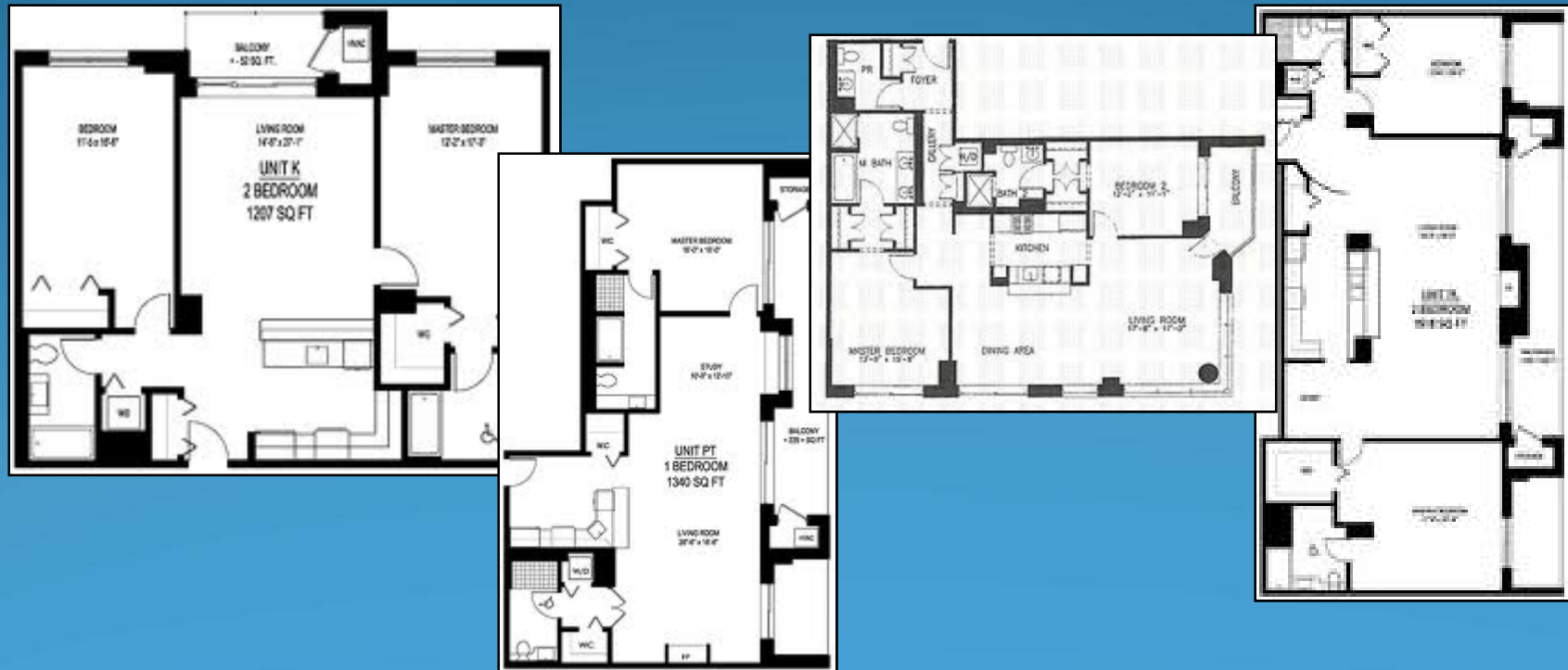
- Same inspection process as residential properties. (Process will be coordinated with property manager if necessary.)
- Master deeds will be utilized to confirm size, layout, model and common elements.
- Same review process as other residential properties.



THE REVALUATION OF TEWKSBURY

Condominium/Co-op/Townhouse Properties

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THE REVALUATION OF TEWKSBURY

Neighborhood Development

2 Analyze

- 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)

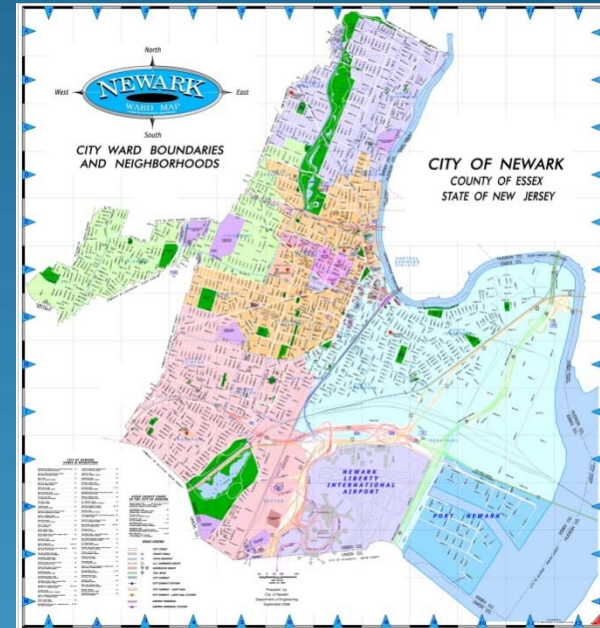
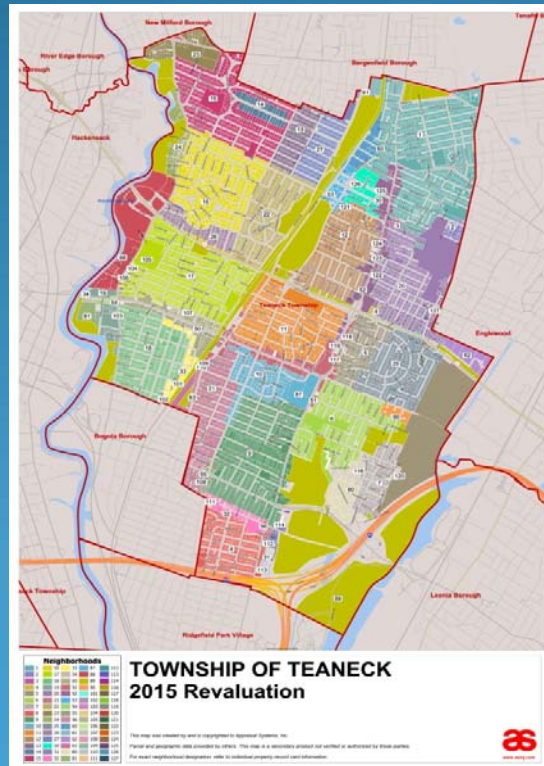


THE REVALUATION OF TEWKSBURY

Neighborhood Development cont....

Analyze

- Neighborhoods are delineated for establishing 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.....)



THE REVALUATION OF TEWKSBURY

2 Analyze

Sales Map

- All recent “willing buyer/willing seller” sales are plotted on the tax map.
- All neighborhood delineations are defined.
- Recording of sales assists in neighborhood development.
- Assists in identifying locational influences.



THE REVALUATION OF TEWKSBURY

Market Analysis & Review cont....

3 Review

- 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.



Max: 0.00 Min: 0.00										SUMMARY REPORT 2										11/12/99 Page 1												
Re-Calc: N SPRING LAKE										STYLE/NEIGHBORHOOD ANALYSIS - SORTED BY STYLE										Page 1												
Block	Lot	Qual	Cl	Net	Land	Bldg	Totl	11/12/99		Block	Lot	Qual	Cl	Land	Net	Impr	Total	Neigh	VCS	St	Qual	Bit	A	Co	Ms	Area	Imp	A	Ratio			
8	10	2	203	350800	224600	575400				122	2			656400	90	163300	819700	100	A100Y	BL	19	1970	17	A	83Y	2204	372	04/03/98	815000	370	101	
18	14, 01	2	203	411000	320200	731200				137	3	2		548400	100	249700	798100	200	A200Y	CC	18	1962	21	A	78Y	2421	330	08/12/97	433404	179	184	
18	4, 01	2	102	689300	478000	1167300				58	3	2		790400	95	1529100	2319500	205	A200Y	CL	20	1960	10	G	100Y	6628	350	12/30/97	2300000	347	101	
18	6, 01	2	102	689300	504500	1193800				69	15	2		549300	95	233400	782700	206	A206Y	CL	18	1900	35	G	69Y	2751	285	06/18/98	775000	282	101	
18	8	2	203	350800	116900	467700				108	1	2		748700	100	442100	1190800	100	A100Y	CL	20	1975	10	G	96Y	2576	442	11/14/97	950000	369	125	
19	3, 01	2	102	718700	521000	1239700				141	1	2		1034700	100	453300	1490000	100	A100Y	CL	20	1930	25	A	77Y	2868	520	05/20/98	1400000	488	106	
19	8	2	203	350800	130700	481500				78	4, 01	2		563300	80	289500	852800	100	A100Y	CL	19	1920	40	A	61Y	4179	204	06/29/98	840000	201	102	
31	9	2	203	353300	211400	564700				66	4	2		920700	100	735000	1655700	100	A100Y	CL	20	1948	10	G	100Y	4975	333	08/14/98	1642000	330	101	
31	10	2	203	350800	198700	549500				88	1	2		2552000	120	1114800	3664800	100	A100Y	CL	20	1820	22	A	75Y	6909	531	10/17/97	3625000	525	101	
32	6	2	101	724900	783100	1508000				32	6	2		724900	100	783100	1508000	101	A101Y	CL	20	1980	11	G	95Y	5080	297	01/27/98	1500000	295	101	
32	23	2	202	451400	287600	739000				56	5	2		599000	80	395200	994200	101	A101Y	CL	20	1900	45	G	59Y	5838	170	03/05/98	830000	142	120	
54	10	2	205	724800	879900	1604700				18	4, 01	2		689300	100	478000	1167300	102	A102Y	CL	20	1995	1	A	99Y	2648	410	07/16/97	855000	300	137	
58	3	2	205	790400	1529100	2319500				18	6, 01	2		689300	100	504500	1193800	102	A102Y	CL	20	1995	1	A	99Y	3678	325	12/22/97	899000	244	133	
60	3	2	207	349200	175500	524700				19	3, 01	2		718700	100			102	A102Y	CL	20	1999	0	A	100Y	4091	176	02/26/98	740000	181	97	
60	7	2	207	350800	175200	526000				107	9, 01	2		616500	100			200	A200Y	CL	20	1999	0	A	100Y	5987	105	05/15/98	900000	150	69	
66	4	2	100	920700	739700	1660400				66	13	2		615900	95	1698800	2314700	201	A201Y	CL	20	1900	10	G	100Y	5767	401	03/17/98	2250000	390	103	
66	13	2	201	615900	1698800	2314700				32	23	2		451400	95	278600	730000	202	A202Y	CL	19	1980	8	A	92Y	2674	273	05/06/98	710000	266	103	
69	15	2	206	549300	233400	782700				107	9, 01	2		350800	100	191500	542300	203	A203Y	CL	18, 5	1962	7	A	94Y	1898	286	07/31/98	540000	285	100	
70	19, 01	2	207	350600	482200	832800				32	23	2		350800	100	198700	549500	203	A203Y	CL	18	1981	10	A	90Y	2140	257	01/07/98	432000	202	127	
78	4, 01	2	100	563300	289500	852800				8	10	2		451400	95	278600	730000	202	A202Y	CL	19	1980	8	A	92Y	2674	273	05/06/98	710000	266	103	
78	10, 01	2	100	563300	289500	852800				32	23	2		350800	100	191500	542300	203	A203Y	CL	18, 5	1962	7	A	94Y	1898	286	07/31/98	540000	285	100	
88	1	2	100	2552000	1161200	3713200				19	8	2		350800	100	198700	549500	203	A203Y	CL	18	1981	10	A	90Y	2140	257	01/07/98	432000	202	127	
107	9, 01	2	200	616500	942300	1558800				19	8	2		350800	100	130700	481500	203	A203Y	CL	18	1925	38	A	56Y	2215	217	06/25/97	485000	219	99	
108	1	2	100	748700	442100	1190800				54	10	2		724800	100	879900	1604700	205	A205Y	CL	20	1900	30	A	67Y	6457	249	10/16/98	910000	141	176	
122	2	2	100	656400	163300	819700				60	3	2		349200	100	171200	520400	207	A207Y	CL	18, 5	1900	38	A	59Y	1824	285	03/06/98	510000	280	102	
136	1	2	300	476500	494000	970500				60	7	2		350800	100	175200	526000	207	A207Y	CL	18	1900	30	G	74Y	1995	264	09/15/97	325000	263	100	
144		2	300	714200	772400	1486600				79	10, 01	2		350600	90	482200	832800	208	A208Y	CL	20	1997	0	A	100Y	3128	266	06/09/97	740711	237	112	
										144	10	2		363000	90	181300	544300	208	A208Y	CL	18, 5	1950	27	A	71Y	1244	243	05/29/97	515000	230	106	
										140	1	2		468000	100	529500	997500	300	A300Y	CL	20	1968	10	G	100Y	2607	370	09/09/98	1050000	309	95	
										136	3	2		476500	90	477900	954400	300	A300Y	CL	20	1910	28	A	65Y	4499	212	10/28/98	950000	211	100	
										136	3	2		714200	100	328300	1042500	300	A300Y	CL	20	1900	15	A	61Y	6289	166	05/06/97	985000	257	106	
										51	9	2		333300	95	211400	544700	203	A203Y	CY	18	1981	10	A	90Y	2391	228	01/15/97	439000	184	124	
										595050	8	14, 01	2		411000	100	320200	731200	203	A203Y	CY	19	1958	15	A	85Y	3240	226	08/20/97	730000	216	104
										137	5	2		847000	100	236800	1081500	100	A100Y	RH	18	1961	20	A	83Y	2904	372	04/09/97	845000	291	128	
										18	8	2		350800	100	116900	467700	203	A203Y	RH	18	1950	30	A	64Y	1258	372	09/16/98	465000	370	101	
										147	36	2		395000	95	195500	590500	208	A208Y	RH	17, 5	1969	18	A	82Y	2236	264	03/17/98	575000	257	103	



THE REVALUATION OF TEWKSBURY

4 Inform

Notification of Value



- 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.



THE REVALUATION OF TEWKSBURY

4 Website



The screenshot shows the homepage of Appraisal Systems, Inc. The header features the company logo (a red stylized 'æ') and the text 'Appraisal Systems A PROFESSIONAL CORPORATION'. Below the header is a grid of small images showing various appraisal services. A red navigation bar on the right contains links: 'OUR OFFICES', 'REVALUATION', 'APPRAISAL SERVICES', 'OTHER SERVICES', 'OUR STAFF', 'RELATED LINKS', and 'FAQs'. The main content area is divided into three columns. The left column contains text about the company's history since 1981 and its services. The middle column features a large image of a modern building and a smaller aerial view of a residential area. The right column contains text about the company's experience and standards. At the bottom, there are two buttons: 'Click here for our current revaluations' and 'Click here for our updated powerpoint presentation'.

Appraisal Systems
A PROFESSIONAL CORPORATION

Since 1981, when Ernest F. Del Guercio Sr. founded Appraisal Systems, Inc., the firm has earned the confidence and respect of New Jersey assessors, administrators and elected officials.

The firm has been successful in providing a full spectrum of mass appraisal, professional real estate valuation, and consulting services with a Reputation for providing the highest quality, result driven appraisal services to our municipal and individual clients.

The management team of Appraisal Systems, Inc., with an average of thirty years of broad and extensive experience, coupled with the use of the latest computer technology enmeshed in the analysis and appraisal process have been instrumental in the firm's success.

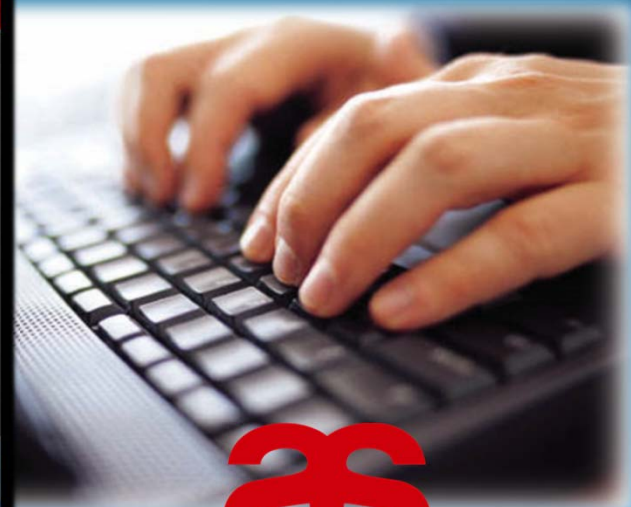
With over a quarter century of trust and professionalism that marks the history of ASI, you can be assured that you are in the hands of a team that prides itself on outstanding performance.....year after year. Appraisal Systems' team is comprised of seventeen full time State Certified Real Estate Appraisers.

High standards have been established for quality and integrity. The qualifications, experience and expertise represented on the following pages encompass those criteria which must be considered when engaging competent real estate appraisers.

APPRAISAL SYSTEMS, INC.

[Click here for our current revaluations](#)

[Click here for our updated powerpoint presentation](#)



www.asinj.com

THE REVALUATION OF TEWKSBURY



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.
- 
- A photograph showing a person's arm holding a large, multi-page document or brochure. The document features several small images and text columns, possibly a brochure for the appraisal process. The background is dark and out of focus, showing a statue and a plant.


[illegible]

THE REVALUATION OF TEWKSBURY

5
Meet

Informal Hearings - Sales Boards

as Appraisal Systems, Inc.



BLOCK : 1918
LOT : 34
QUAL :
NBHD : 160

Sale Price
\$450,000
4/1/2013
non-usable sale code:

LOCATION : 280 SIXTH AVE., WEST

Land
LOT SIZE (sq.ft.) : 1,703
LAND INFLUENCE(s):

Improvements
TYPE/USE : Two Family
STYLE : Attached Colonial
YEAR BUILT : 1900
EXTERIOR FINISH : Brick
LIVABLE AREA (sq.ft.) : 2,592
OTHER ITEMS :

Copyright 2012 Appraisal Systems, Inc.

- Recent sales.
- Organized by neighborhood.
- Highlights important characteristics of properties that have sold.
- Photograph of property.



THE REVALUATION OF TEWKSBURY

6
Submit

Transmit Final Values to Municipality & County

- 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.)

FIRST CLASS MAIL
U.S. POSTAGE PAID
TRENTON, NJ
Permit No. 41

TWP
COUNTY = ESSEX

NOTICE OF PROPERTY TAX ASSESSMENT FOR
THIS NOTICE IS REQUIRED UNDER N.J.S.A. 54-4-38.1

BLOCK: LOT: QUAL: MAILED:

PROPERTY LOC:

THE ASSESSMENT SHOWN REPRESENTS THE ASSESSMENT WHICH WILL APPEAR ON THE MUNICIPAL TAX LIST FOR 2006 FOR THE PROPERTY IDENTIFIED.

LAND: BUILDING: TOTAL:

NET PROPERTY TAXES BILLED FOR 2005 ASSESSMENT TOTAL:

WERE:

THIS IS NOT A BILL.
SEE OTHER SIDE FOR
APPEAL INFORMATION.



APPEAL INSTRUCTIONS:

If you agree with the assessed value shown, no further action by you is required.

If you disagree with the assessed value shown, an appeal may be filed with the County Board of Taxation. Forms and instruction for filing an appeal may be obtained by contacting the Board at:

Essex County Board of Taxation
50 South Clinton Street
Suite 5200
East Orange, NJ 07018

If the assessed value exceeds \$750,000, you have the option of filing your appeal directly with the Tax Court. Information for filing a complaint with the Tax Court may be obtained by contacting the Tax Court of New Jersey at PO Box 972, Hughes Justice Complex, Trenton, New Jersey 08625.

Assessment appeals must be filed on or before April 1 of the current tax year, or 45 days from the date mailed, as it appears on the front of this notice, whichever date is later.

ADDITIONAL INSTRUCTIONS:

Do not multiply last year's property tax rate by the current year's assessed value to determine taxes for the current year.



THE REVALUATION OF TEWKSBURY

7
Defend

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)



Form A-1 (6-02) Petition of Appeal Essex County Board of Taxation 86 South Clinton Street, Suite 2100 East Orange, New Jersey 07018 (973) 396-6525

Appeal Number _____

Property Class _____

NAME OF PETITIONER _____ (Please type or print)

MAILING ADDRESS _____

BLOCK _____ LOT _____ QUALIFIER _____ Lot Size _____

Municipality _____ Property Location _____

Name, telephone no., fax no. and address of person or attorney to be notified of hearing and judgment if different than above: _____

Filed _____
Checked _____
Fee Paid _____
Notified _____
Held _____

Daytime Telephone Number: _____

SECTION I APPEAL OF REAL PROPERTY VALUATION (FILING DEADLINE-SEE INSTRUCTION SHEET)

TAX YEAR _____

CURRENT ASSESSMENT		REQUESTED ASSESSMENT	
Land	\$ _____	Land	\$ _____
Improvement	\$ _____	Improvement	\$ _____
Abatement	\$ _____	Abatement	\$ _____
Total	\$ _____	Total	\$ _____

Purchase Price \$ _____ Date of Purchase _____ Tax Court Pending YES NO

REASON FOR APPEAL: _____

SECTION II COMPARABLE SALES (See Instruction 9B)

Block/Lot/Qualifier	Property Location	Sale Price	Sale/Deed Date
1. _____	_____	\$ _____	_____
2. _____	_____	\$ _____	_____
3. _____	_____	\$ _____	_____
4. _____	_____	\$ _____	_____
5. _____	_____	\$ _____	_____

SECTION III APPEAL FOR DENIAL OF:

1. <input type="checkbox"/> Veteran's Deduction	5. <input type="checkbox"/> Veterans 100% Disabled or Surviving Spouse of Veteran
2. <input type="checkbox"/> Veteran's/Serviceperson's Surviving Spouse Deduction	6. <input type="checkbox"/> Farmland Assessment Classification
3. <input type="checkbox"/> Senior Citizen Deduction	7. <input type="checkbox"/> Abatement or Exemption - Religious, Charitable, etc. (Specify) _____
4. <input type="checkbox"/> Disabled Person/Surviving Spouse Deduction	8. <input type="checkbox"/> REAP Property Tax Credit

MUNICIPALITY'S REASON FOR DENIAL: _____ (Attach copy of Denial Notice)

WHEREFORE, Petitioner seeks judgment reducing/increasing (circle one) the said assessment(s) to the correct assessable value of the said property and/or granting the requested Deduction, Credit, Farmland Assessment Classification, Exemption or Abatement.

Date _____ Petitioner or Attorney for Petitioner _____

CERTIFICATION OF SERVICE

On _____, 2006, I, the undersigned, served upon the Assessor and the Clerk of _____ (Municipality) or upon the taxpayer, personally or by regular mail or certified mail, a copy of this appeal. I certify that the foregoing statement made by me is true. I am aware that if the foregoing statement is willfully false, I am subject to punishment.

Date _____ Signature _____

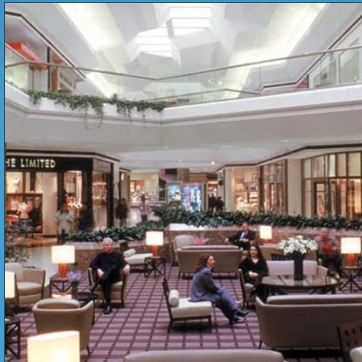
The Director of the Division of Taxation has prescribed this form. No other form will be accepted. Reproduction of this form is permitted provided it is the same size and content.



THE REVALUATION OF TEWKSBURY

Commercial/Industrial Valuation

- All commercial and industrial properties are valued using three approaches:
 - a. Cost Approach
 - b. Sales Comparison Approach
 - c. Income Capitalization Approach



THE REVALUATION OF TEWKSBURY

Commercial/Industrial Valuation cont....

- Property owners are notified via certified mail which contains a demand for income & expense information.

TOWNSHIP OF SOUTH ORANGE VILLAGE
INCOME & EXPENSE STATEMENT
(Request Made Pursuant to N.J.A.C. 17:27A-54)

Block _____ Lot _____ Quad _____

Fiscal Period From: ____/____/____ To: ____/____/____

Prop. Address: _____

Owner: _____

Completing this form: _____

Date this form Completed: _____

Signature: _____

Daytime Phone: _____

PART I - Owner Information

(1.1) Is this property 100% OWNER OCCUPIED? YES ☐ NO ☐
(If the answer to this question is YES, please complete all sections of the form EXCEPT Part III and the attached rental sheet. If the answer is NO, then please fill out the remainder of this statement and the attached rental sheet. Please return all pages and any attachments to the Assessor's Office.)

(1.2) Predominant Use of Building(s): _____ (1.3) Year of Construction: _____

(1.4) Year of Latest Major Renovation (over \$25,000): _____ (1.5) Cost: _____

(1.6) Description of Work: _____

(1.7) Avg Story Height of Building (feet): _____ (1.8) Total Floor Area of Building: _____

(1.9) Gross Floor Area (square footage) of Building(s) by Section:

RETAIL	OFFICE	WAREHOUSE
MANUFACTURE	STOCK	RECREATION
LABORATORY	CLUB/RECREATION	APARTMENT

(1.10) Total Sq Ft area of basement: _____ (1.11) Sq Ft of Basement Finish: _____

(1.12) Elevator: YES ☐ NO ☐ (1.13) Sprinklers: YES ☐ NO ☐

(1.14) Total number of RENTAL UNITS (offices, stores, apt, etc.): _____

(1.15) Annual percent vacancy (Avg. over past 3 years): _____ (1.16) Is this Typical: _____

(1.17) Do any of the subsequent income and expense figures for the above stated reporting period differ significantly from the property's normal operating experience: YES ☐ NO ☐

If yes, please explain: _____

Office of the Tax Assessor

PART II - STATEMENT OF INCOME (please read guidelines first) RA _____ LT _____ CA _____

Potential Gross Income _____ Refers to the total annual income from the rental of space assuming that all space is 100% occupied. The fair rental value of space occupied by the owner and/or building manager would be included.

Expense Paid-Through _____ Refers to income that is received for additional charges to tenants. A property owner may be entitled to such items as insurance, taxes, utilities, and other items that may be specified under the lease.

Overage Rent _____ Any percentage paid over and above the base annual rental.

Other Income _____ Refers to income from services that are related to the operation of the real estate. Examples of this would include income from laundry and vending machines, parking fees, billboards, cellular towers or service, etc.

POTENTIAL GROSS INCOME (At 100% Occupancy)

(2.1) Potential Gross Income _____

(2.2) Expense Paid-Through _____

(2.3) Overage Rent _____

(2.4) Other Income _____

(2.5) Total Pot. Gross Income (add lines 2.1 - 2.4) _____

(2.6) Total of ACTUAL INCOME RECEIVED during the stated reporting period _____

PART III - STATEMENT OF EXPENSES (please read guidelines first)

Expenses _____ refer to the periodic expenditures that are necessary to maintain the real property and continue the production of income. An alphabetical listing of typical expense items is provided to aid you in completing this section. Be sure that the expenses listed apply only to the operation of the real estate. If an expense item is not listed, space is provided under "Other Expenses".

DO NOT _____ list expenses such as mortgage interest and amortization, depreciation, income or corporate taxes, capital expenditures, and salaries that are not attributable to the operation of the real estate.

EXPENSE ITEM AMOUNT (\$)

(3.1) Advertising	(3.10) Real Estate
(3.2) Administration	(3.11) Security
(3.3) Cleaning	(3.12) Service
(3.4) Electric	(3.13) Snow Removal (?)
(3.5) Fuel and Repairs/Realt	(3.14) Signage (office, change)
(3.6) Gas	(3.15) Water
(3.7) Insurance (incl)	
(3.8) Insurance (not incl)	
(3.9) Janitorial	
(3.10) Landscaping	
(3.11) Legal/Consulting	
(3.12) Maintenance	
(3.13) Phone & Mail	
(3.14) Repairs & Maint. Building	
(3.15) Repairs & Maint. Grounds	
(3.16) Rent/Lease (?)	

EXPENSE ITEM AMOUNT (\$)

(3.17) Real Estate	
(3.18) Security	
(3.19) Service	
(3.20) Snow Removal (?)	
(3.21) Signage (office, change)	
(3.22) Water	

Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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Other Expenses (Items above/above)

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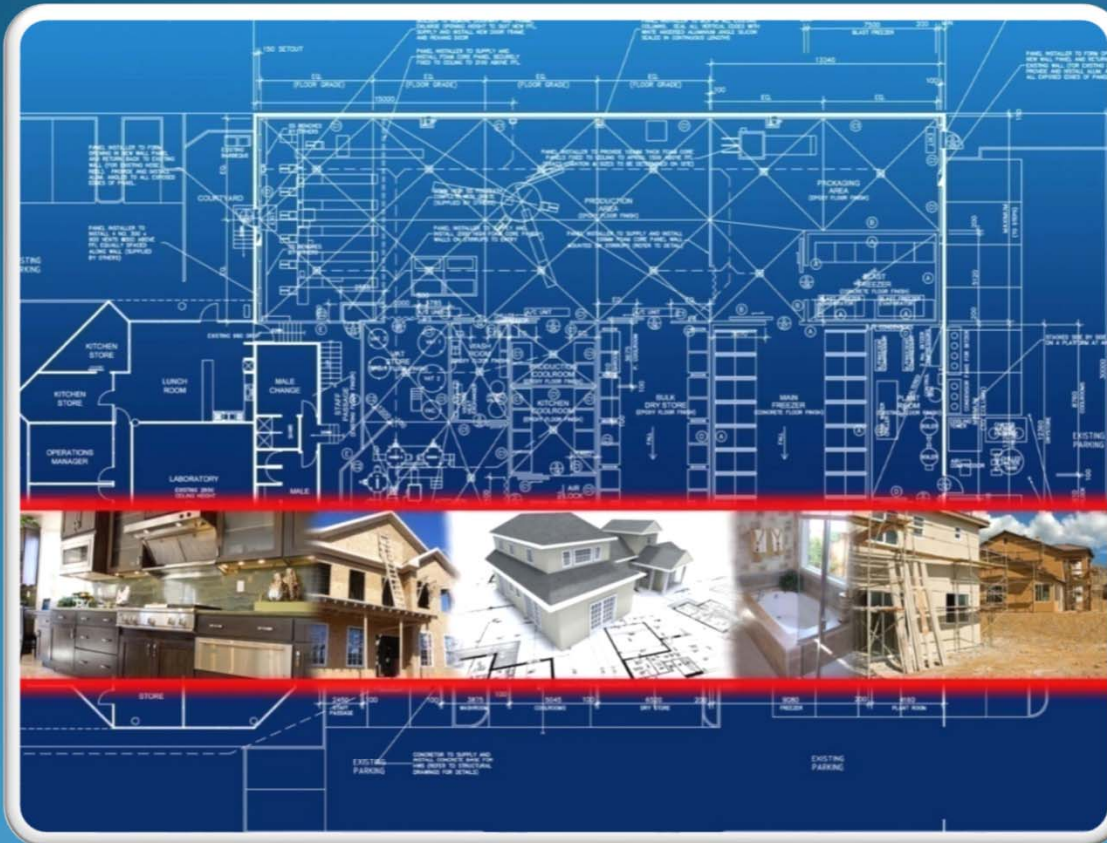
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Other Expenses (Items above/

THE REVALUATION OF TEWKSBURY

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.