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TOWNSHIP OF NUTLEY

DEPARTMENT OF REVENUE AND FINANCE
ONE KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110

«OwnersName»
«OwnerAddr1»
«OwnerAddr2», «ZipCode»

January, 2020

Dear Property Owner:

The Essex County Board of Taxation has ordered the Township of Nutley to revalue all real estate for the 2021 tax year to ensure uniform and equitable assessments. The Township has contracted Appraisal Systems, Inc. to conduct the revaluation program.

In order to meet the deadline set by the Essex County Board of Taxation to complete the revaluation program all properties in the Township will need to be inspected by a representative from Appraisal Systems. **You will be notified again by postcard when an Appraisal Systems inspector will be in your specific area of the Township.** The inspector will measure the exterior of any building, take several exterior pictures of the property, and conduct an interior inspection of your home.

If no one is home at the time of the representative's first visit he/she will measure the exterior of the buildings and take exterior photographs but leave a card specifying when he/she will return to do an interior inspection. Appraisal Systems representatives will carry photo identification and their names will be registered with the Police Department and my office. You can find additional information regarding the inspectors on both Township (www.nutleynj.org) and Appraisal Systems, Inc. (www.asinj.com) websites. **Please do not allow anyone to enter your home without proper identification.** You will be requested to provide an electronic signature acknowledging that an interior inspection was made. Please inform the occupants of any rental units you may own concerning the inspection to be made. Owners of commercial properties will be receiving forms to complete pertaining to the income and expenses of your property which are known as Chapter 91 requests.

If your property has a unique condition that influences value, we strongly encourage you to send documentation to Appraisal Systems, Inc., 17-17 Route 208 North, Suite 210, Fair Lawn, NJ 07410, (201) 493-8530 to ensure that they have all pertinent information about your property. You can also email information to nutley@asinj.com.

After the appraisals have been completed, you will be notified by Appraisal Systems, Inc. of the pending assessed value that has been 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., which addresses questions frequently asked by property owners concerning revaluations. You may also visit the Appraisal Systems website at www.asinj.com and the Township's website at www.nutleynj.org for further information and updates.

Very truly yours,

TOWNSHIP OF NUTLEY

Edmund Brown, Assessor

APPRAISAL SYSTEMS, INC.

Ernest F. DelGuercio, Sr., CEO