



# Township of Hillsborough

COUNTY OF SOMERSET  
MUNICIPAL BUILDING  
379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NEW JERSEY 08844

TELEPHONE  
(908) 369-4313

[www.hillsborough-nj.org](http://www.hillsborough-nj.org)

Dear Property Owner:

As directed by the Somerset County Board of Taxation and as ordered by the State Division of Taxation, the Township of Hillsborough must revalue all taxable real estate for the 2011 tax year to ensure uniform and equitable assessments. The Township has contracted Appraisal Systems, Inc. to conduct the revaluation program.

The first step in the revaluation process is the inspection of all properties in the Township. An inspection is not an appraisal, it is a data collection process. Representatives from Appraisal Systems, Inc. will be visiting each property, measuring the exterior of all structures and conducting interior inspections. An Appraisal Systems Inc. photographer will also be visiting each property to photograph the front and rear of all buildings.

Appraisal Systems Inc. representatives will be provided with identification authorized by the Tax Assessor. The representative will also be listed with the Hillsborough Police Department and have had extensive background checks. **Please do not allow anyone to enter your home without proper identification.**

If no one is home at the time of the representative's first visit, he will leave a card specifying when he will return to do an interior inspection. In order to ensure your property is properly and fairly represented in the evaluation process, it will be necessary for a representative of Appraisal Systems, Inc. to examine the interior of all buildings. You will be requested to sign the field form used by the representative to acknowledge that an interior inspection was made. Please prepare the occupants of any rental units you may own concerning the inspection to be made.

**If your property has a unique condition that influences value, please send documentation to Appraisal Systems, Inc., 8 Cattano Avenue, Morristown, New Jersey 07960 and it will be considered.**

After the data collection process has been completed, State licensed valuation professionals will determine a preliminary value for each property. This will take place in the fall of 2010. Appraisal Systems, Inc. will notify you of the pending valuation 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 generally asked by property owners concerning revaluations. Any inquiries with respect to the inspection procedure should be directed to the firm at (973) 285-9940. For more information regarding the revaluation process please visit the website of Appraisal Systems Inc. at [www.asinj.com](http://www.asinj.com) or the Hillsborough Township website at [www.hillsborough-NJ.org](http://www.hillsborough-NJ.org).

Very truly yours,  
APPRAISAL SYSTEMS, INC.

TOWNSHIP OF HILLSBOROUGH

Ernest F. Del Guercio, Sr.  
Chief Executive Officer

Debra L. Blaney, CTA  
Assessor