

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.

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 (1989)
 - *average ratio (47.13%)
 - *coefficient of deviation (14.35)
 - *number of tax appeals

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



Letter of Introduction with brochure

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



Township of Roxbury 1715 Route 46 Ledgewood, NJ 07852 www.roxburvni.us

Owner Court 973-448-2034 Street CSZ. Engineer 973-448-2018

Construction 973-448-2009

Dear Property Owner Finance 973-448-2006 Fire Official 973-448-2012

Health 973-448-2028

Manager 973-448-2002

Council 973-448-2001

Police 973-448-2100

and Zoning 973-448-2008

Public Works 973-448-2069

Recreation 973-448-2015

Tax Assessor 973-448-2021

Tax Collector and Utilities 973-448-2022

Technology 973-448-2099

Township Clerk 973-448-2001

Water Plant

As directed by the Morris County Board of Tayation and as ordered by the State Division of Tayation, the Township of Roxbury must revalue all taxable real estate for the 2019 tax year to ensure uniform and equitable assessments. The Township has entered into a contract with Appraisal Systems, Inc. to conduct the revaluation

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. If you have any concern 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/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 Harristown 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.asinj.com to find more information relevant to the revaluation process.

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

TOWNSHIP OF ROXBURY Joseph J. McKeon, CTA

Rick Del Guercio

2011 "America's Promise Alliance 100 Best Communities for Young People

APPRAISAL SYSTEMS, INC.





Inspect

First visit - Introduction of Field Rep. to property owner

- •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.)



mountains or valleys can produce positive values, conversely a poor view can produce a value penalty.)

First visit - Site Inspection cont....

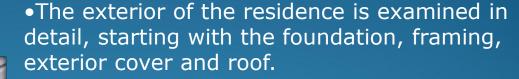




- •Economic loss due to outside influences (such as High Tension wires.)
- •Immediately adjacent commercial or industrial properties, gas station, stores, schools, firehouses (can produce a value loss.)
- High traffic streets (proximity to noise, fumes, congestion and accidents are also negative factors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

First visit - Measure exterior





•The inspector will measure the exterior dimensions of the main improvement and all other structures on the property.

The architectural style of the main improvement



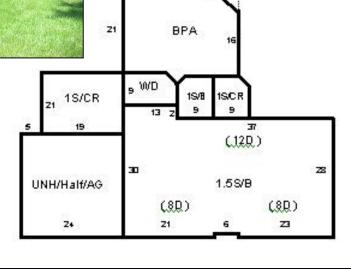


First visit - Measure exterior cont....

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....

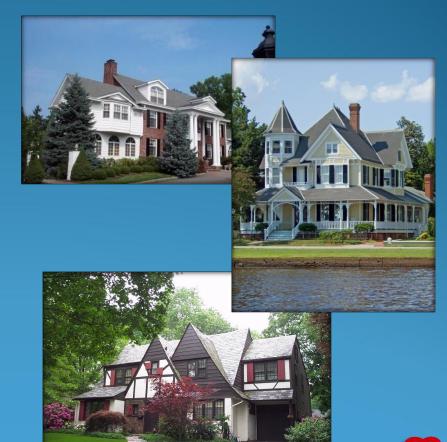
Inspect

•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







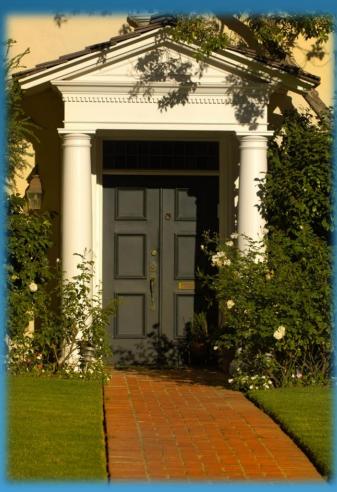
First visit – Exterior quality / condition of the house

- •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.

APPRAISA SYSTEMS 8 Cattano Ave., Morristown	INC.	BLOCK: LOT: DATE:	
Dear Property Owner:			
A representative of Apprais dance with our contract to	sal Systems was here to revalue all property loo	o inspect your cated in the m	property in accor- nunicipality.
Since we were unable to	make an interior inspe	ection, we wi	Il return on:
DAY: DATE:	TIME:	INSPI	ECTOR #:
If you cannot accommodabetween the hours of 10/4 time.	ate us at this time, ple AM and 4PM to resche	ease call (9 dule to a mu	73) 285-9940 tually convenient
In the event of incleme	ent weather, this visit	will have to	be rescheduled.



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.



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.



Inspect

First visit - Interior Inspection - Basements/Attics

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



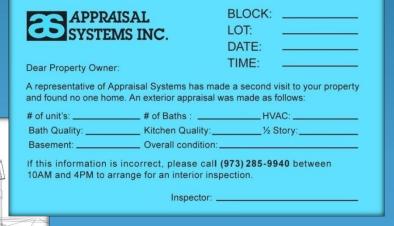


Second Visit - Estimate

- •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.

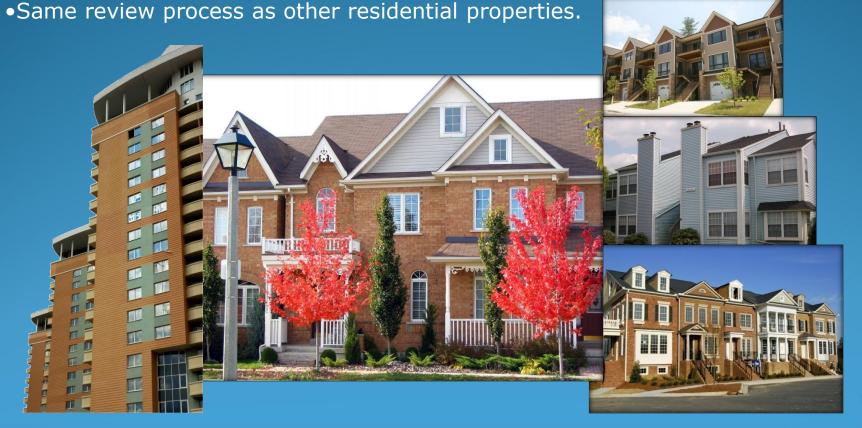
•Information can not be changed over the phone.





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.



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.



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

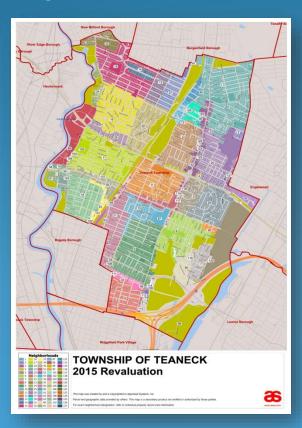
- -Similar style houses
- -Houses of similar utility
- -Similar age and size of houses
- -Similar quality of houses
- -Similar price range of houses
- -Similar land uses (zoning)







- 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.....)



Market Analysis & Review cont....

- •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.







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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.



Website



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.



Click here for our current revaluations

Click here for our updated powerpoint presentation



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.

OUR OFFICES
REVALUATION
APPRAISAL SERVICES
OTHER SERVICES
OUR STAFF
RELATED LINKS
FAQS

APPRAISAL SYSTEMS, INC.





www.asinj.com



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.

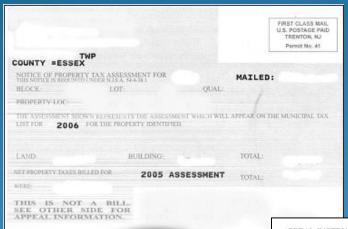




INFORMAL HEARING



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.)

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

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 he 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:

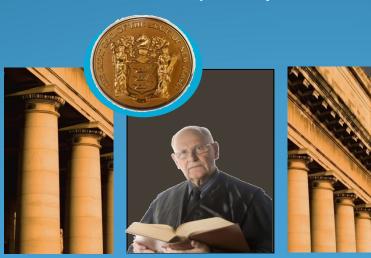
Do not multiply last year's property tax rate by the current year's assessed value to determine taxes for the current year.



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)



Municipality	s	East Orange, New Jersey 07018 (973) 395-8525 (Please type or print)	Filed Checked. Fee Paid Notified Heard
MAILING ADDRES BLOCK_ Municipality.	s	(Please type or print)	Notified
BLOCK		(Liense type of print)	
Municipality			Daytime Telephone Number:
	LOT	QUALIFIER	Lot Size
	fax no. and address o	Property Location of person or attorney to be notified of	f hearing and judgment if different than above:
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TAX YEARCURR	ENT ASSESSMENT	REOU	JESTED ASSESSMENT
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Improvement	\$	Improvement	\$
Abatement	\$		\$
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am subject to puntsu			
Date			Signature



Commercial/Industrial Valuation

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













Commercial/Industrial Valuation cont....

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

				NSE STATEMENT at to N.J.S.A. 54:4-34)					
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(2.6)	Description	of Work:							
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(1.2) Expose Pair The Control of	(3.1) Potential Grow In	NAME			
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SENATE, No. 309 STATE OF NEW JERSEY

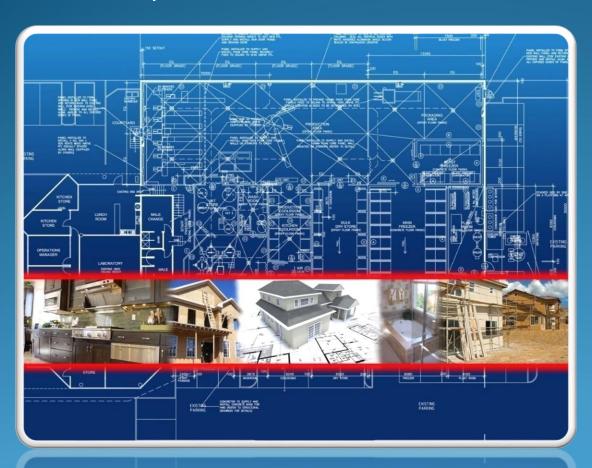
PRE-FILED FOR INTRODUCTION IN THE 1976 SESSION By Senator Ewing

[¶ 94-913

Sec. 54-14. Statement by owner; canalization by assessed. Next younce of ead property of the tensing infertic skill, or severa require of the canalization, and by certified must reader as fill and not property, and produce his rich paper, such the may be cannical on on they he assessed and proposed his written expect of the assesses which \$2 shop of such respects to the state paper, and the state of the state of the assesses which \$2 shop of such respects to the paper, and the state of the stat



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.