



## Borough of North Plainfield

MUNICIPAL BUILDING

263 Somerset Street

North Plainfield, New Jersey 07060-4846

(908) 769-2900

Dear Property Owner:

As directed by the Somerset County Board of Taxation and as ordered by the State Division of Taxation, the Borough of North Plainfield must revalue all taxable real estate for the 2009 tax year to ensure uniform and equitable assessments. The Borough 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 Borough. Representatives from Appraisal Systems, Inc. will be visiting the properties, measuring and photographing the exteriors of the buildings and inspecting the interiors.

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 properly assess your property, it will be necessary for a representative of Appraisal Systems, Inc. to examine the interior of all buildings. Appraisal Systems Inc. representatives will be provided with identification authorized by the Tax Assessor. **Please do not allow anyone to enter your home without proper identification.** 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 appraisals have been completed, you will be notified by Appraisal Systems, Inc. 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.

Very truly yours,  
APPRAISAL SYSTEMS, INC.

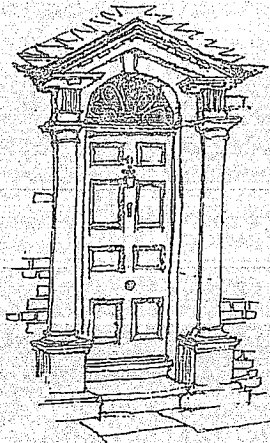
BOROUGH OF NORTH PLAINFIELD

Ernest F. Del Guercio, Sr., CEO  
Chief Executive Officer

Barbara Flaherty, CTA  
Assessor

\* Inspections to begin the week of March 3, 2008 \*

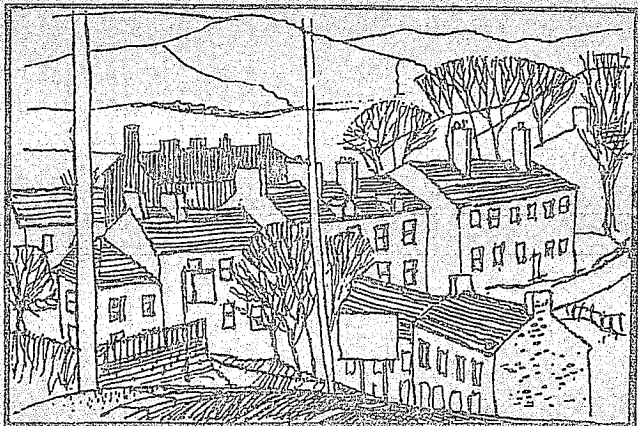
## VALUATION NOTICES



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.

## 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.



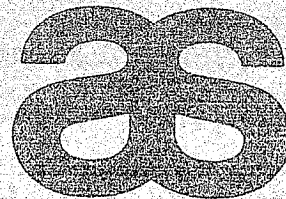
## ADDITIONAL INFORMATION

Many other questions can be answered by visiting our website at <http://www.asinj.com> and clicking on the FAQ (Frequently Asked Questions) page.

APPRAISAL SYSTEMS, INC.

A PROFESSIONAL CORPORATION

A GUIDE TO THE REVALUATION  
OF YOUR MUNICIPALITY



[www.asinj.com](http://www.asinj.com)

## WHY A REVALUATION?

It has been determined that the current assessments in the municipality are no longer uniform and representative of 100% of their true market value.

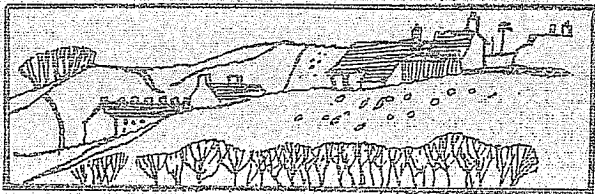
The purpose of a revaluation is to fairly distribute the necessary tax burden among all property owners based upon the true value of their property. This is the law.

## WILL THIS INCREASE MY TAXES?

Not necessarily. The effect of a revaluation on your tax bill may vary and there are a number of reasons why it is almost impossible to predict the impact on any individual property owner's tax bill.

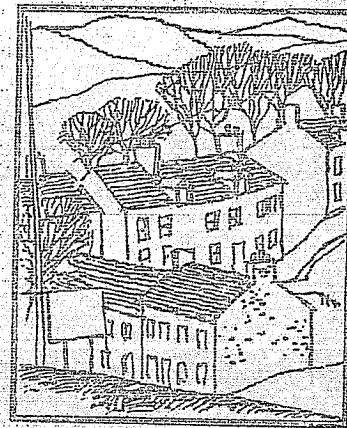
However, it is important to understand that, although your *assessment will increase*, the *tax rate* applied to that assessment to calculate your tax bill *is going to decrease*. So, if your assessment doubles, your tax bill will not double—in fact it may actually remain about the same or decrease.

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.



## HOW ARE VALUES ESTABLISHED?

All the information that is believed to have some bearing on the value of a home will be collected, reviewed and analyzed in order to make a proper determination of the full and fair value of each property. Additionally, real estate market value trends are analyzed by conducting a sales study. This includes an examination of all sales which took place within three years of the date of revaluation, a delineation of neighborhoods, and an analysis of any land sales which may have taken place during that period. Commercial properties are examined in terms of their income-producing potential. As a result of this extensive research, the value of a given piece of property can be determined, and market value established.



## WHY AN INSPECTION OF PROPERTIES?

The purpose of the interior inspection is to record information relative to the structure which will affect its value.

Field Inspectors, working for Appraisal Systems, gather necessary data by visiting each property in the municipality. The interior and exterior of each property are inspected 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: remodeled bathrooms and kitchens, finished basements, central air conditioning, decks and patios, pools, garages and overall condition of the home. The physical condition of the structure is noted to establish depreciation factors for age, use, etc. 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 indicating when a return visit will be made. 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.