

REVALUATION / REASSESSMENT REPORT

PLAN OF WORK / STATUS REPORT

**Refer to Instructions on Reverse Side for Completion of
Function Section on the Inside Portion of this Form**

GENERAL INFORMATION:

(Municipality)

(Assessor)

(Revaluation Firm)

(Project Manager)

(Assessor's Phone Number)

(Project Manager's Phone Number)

Date program scheduled to be completed _____

Status of Revaluation as of _____

SUMMARY OF PROGRAM STATUS:

Briefly summarize the status of the program and explain the action that will be taken if the program is running behind schedule.

Tax Assessor's Signature

Date

LPT
June, 1990

APPENDIX A
DESCRIPTION OF FUNCTIONS ON FORM POW/RSR

1. News Releases Prepared – The assessor and the firm should undertake a joint effort to explain the nature and purpose of the revaluation program. Sound assessment administration depends on the understanding and support of the revaluation program by the taxpayers.
2. Revaluation Office Set Up – The firm should set up a local office to accommodate its staff during the revaluation program. The revaluation office should have telephone service and generally be accessible to the assessor and his and her staff during the progress of the program.
3. Training of Firm's Employees – The assessor should ascertain that employees of the firm possess the required knowledge and experience to perform the facet of work to which they may be assigned. Any necessary training should be monitored by the assessor to determine that it is being properly administered and supervised.
4. Training of Assessor's Staff – To facilitate proper performance of the revaluation, the assessor should provide necessary training to his and her staff. Activities requiring cooperation between the staff of the assessor and the firm should be coordinated by the assessor and the project manager.
5. The assessor's MOD IV database can take forms, (a) a printed revaluation support listing or (b) an electronic support listing on computer tape. If the support listing is to be provided on computer tape, the revaluation firm's data processing service should first contact the assessor's data processing center in order that the proper format is provided. Prior to obtaining either of the above data bases, all property ID changes should have been completed. If as a result of tax map revisions, the property ID required changing, then the assessor shall consult with the county board of taxation as to the timing of when the property ID changes should be processed. It is most important that property ID changes should be processed during the period after the added and omitted assessments lists have been produced and prior to the printing of the regular tax list.
6. A copy of the updated and approved tax map, and copy of the appropriate zoning map, must be provided to the firm. The firm's project manager must also be advised of any change to either of these maps that will be effective on or before October 1 of the pretax year.
7. SR-1A's processed by the assessor up to October 1 of the pretax year should be provided to the revaluation firm.
8. The format of the property record card and the data collection form should be established and approved by the assessor before any revaluation field work is started.
9. Screen formats for use in the revaluation program's computer system should be established and approved by the assessor.
10. Neighborhood value control sectors should jointly be established by the assessor and the firm's project manager.
11. The assessor should review and approve value control sectors that may be established, and approve value factors that may be developed.
- 12-16. Field data collected on the various classifications of property should be regularly presented to the assessor for review.
- 17-21. The assessor should review the field data cards for accuracy by spot checking a reasonable sample of inspected properties. Discovered errors are to be identified for correction and any further action the assessor deems is necessary to insure confidence in the database.
22. The assessor should review the data entry process to be assured that appropriate procedures are being followed to minimize data entry errors.

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23. The format of the land/sales map, and the type of data to be entered on the map, should be established by the assessor and the firm's project manager.
24. The assessor should monitor the completion of the land / sales map to assure that work is being accomplished in the manner agreed upon.
25. The cost approach parameters should jointly be established, and include such factors, tables and schedules that are necessary for effective development of appropriate cost derived values.
26. The tax assessor should market test cost approach parameters to determine acceptability.
27. Requests for income and expense information should be prepared in accordance with the provisions of N.J.S.A. 54:4-34 and timely mailed to owners of income producing property.
28. The assessor should maintain records relative to income reports returned and analyzed.
29. If a computer appraisal file is to be used to develop values, the value parameters, such as depreciation tables, cost conversion factors, etc., should be entered into the appraisal file.
30. The assessor should test the computerized appraisal program to make sure all data input function properly. A sample run of the value program should be tested to evaluate that the revaluation program is performing to specification.
31. The appraisal format for narrative appraisals, if required under the contract, should be established by the assessor in conjunction with the firm or the individual responsible for providing the professional appraisal service.
32. The preparation of narrative appraisals that may be required to be performed under the contract.
33. Review and acceptance of narrative appraisals that may be required to be completed under the contract.
34. If the valuations are being computer generated, a preliminary valuation report should be run to test the performance of the software programs.
35. The assessor should determine if the valuations being produced by the preliminary valuation report are within the established parameters.
36. The revaluation firm should submit a test tape to the municipality's data processing service to test the data format for compatibility.
37. The assessor and the project manager should outline the procedures to be followed during the taxpayer informal review process.
38. The assessor and the project manager should jointly establish the taxpayer valuation notice format and the schedule for taxpayers reviews
39. The taxpayer valuation notices should be mailed at least two (2) weeks prior to the start of the scheduled taxpayer hearings.
40. The valuations which are to be sent to the municipality's MOD IV data processing service should be the values used to generate the taxpayer valuation notices.
41. The informal taxpayer review process should be monitored by the assessor to insure that agreed upon procedures are being followed.

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42. The firm shall complete fields reviews and valuation changes prior to submission of values to the assessor. The assessor should review and approve the valuation changes resulting from the taxpayer review process.
43. Any taxpayer attending an informal review shall be informed of the result of the review. Taxpayers whose proposed assessment was increased because of revisions resulting from the review process, but who did not attend a review session, must be sent a new notice value and afforded an opportunity to discuss their new proposed assessment.
44. After any change in valuation has been processed, those changes shall be submitted to the municipality's MOD IV data processing center.
45. The balance of any records not yet in the possession of the assessor which were generated as part of the revaluation shall be turned over the tax assessor.
46. to 50. Are self-explanatory.

INSTRUCTIONS**PLAN OF WORK / REVALUATION STATUS REPORT**

N.J.A.C. 18:12A-1.14(d) requires that an assessor of a district undergoing a revaluation or a reassessment program to submit an initial plan of work and monthly progress reports of the status of the work to the county tax administrator. The plan of work is due to be filed within 30 days of approval of a revaluation contract or a reassessment application. Every 30 days thereafter a report of the status of the revaluation or reassessment is to be filed with the county tax administrator, until the program is completed and the updated tax list is filed with the county board of taxation.

Form POW/RSP (Plan of Work/Revaluation Status Report) has been prescribed by the Director of the Division of Taxation to be utilized by assessors in submitting a plan of work and reporting the status of the revaluation. Use of the form will assist the assessor in monitoring the program and provide the county tax administrator with a meaningful report to ascertain the status of revaluations or reassessments being performed in the county.

A. Establishing the Plan of Work

Within 30 days of the approval of a contract for revaluation or a reassessment application, a plan of work must be developed. In the case of a revaluation, the plan should be jointly developed by the assessor and the project manager of the revaluation firm.

Form POW/RSP is to be used to prepare the revaluation or reassessment plan of work. Most functions that are typically performed during a revaluation or a reassessment are listed on the form (A description of each function may be found in Appendix A.). Some functions may not be applicable to a particular program, especially a program not involving a computerized valuation system. A line should be drawn through functions that are deemed not applicable. There may also be circumstance where an assessor finds it necessary to add a function because it is not listed on the form. A blank copy of the form may be used to include additional functions in the plan of work.

B. Completion of the Form

Below is a general description of the different portions of the form which must be completed.

1. Responsibility ("RSP" Column)

The plan of work is the first report which must be filed with the county tax administrator. It is important that each function be carefully reviewed. In the "RSP" column an "A" should be inserted if the assessor is responsible for the function; an "R" should be inserted if the revaluation firm is responsible; a "J" if the firm and the assessor share the responsibility.

2. Total Quantity ("QTY" Column)

When the plan of work is being developed, each function should be reviewed to identify those which can be measured quantitatively. For each identified function, the total number of units to be performed during the entire program should be entered in the "Qty" column. For example, if there are 2,500 residential properties in the municipality that need to be physically inspected, this number should be entered in the "QTY" column for function No. 13 (Class 2 Inspected). The breakdown of the number targeted to be inspected during each month of the program should be inserted in the "T-Space" as explained in the following paragraph. If a function to be performed during the course of the program cannot be quantitatively measured, the number "1" should be inserted in the "Qty" column.

3. Targeted Completion (T-Space)

Space is provided in the month columns to indicate the anticipated completion of the applicable function (T-horizontal line). If the function is to be performed and completed within a month, and cannot be quantitatively measured, enter a "1" on the "T" line under the month that completion is targeted (estimated). If the function can be quantitatively measured (such as quantity of units to be inspected), enter the quantity of units targeted for completion under each corresponding month.

4. Actual Completion (A-Space)

Each function is provided with a space (A-horizontal line) in the month columns to enter information pertaining to actual completion. The information is entered in the same manner as targeted completion information. For example, if 2,500 residential properties were targeted for inspection during the month and only 2,000 were inspected, the number 2,000 should be entered in the A-Space for the month and Function 13.

C. Monthly Update of the Plan of Work

After the Plan of Work has been filed, an update report (using the same form) must be prepared on a monthly basis and submitted to the county tax administrator. This monthly report is nothing more than an update of the plan of work that was initially developed. Any revision of the information in the initial plan of work, along with entries to show the actual completion of a function or the number of units completed in a month, should be shown. At a glance, an accurate and fully completed status report should indicate whether or not the program is being completed in accordance with the schedule established in the plan of work. If the program is running behind schedule, the problem should be identified. A statement of the corrective action that will be taken should also be given in the "Summary of Program Status" portion of the POW/RST report.

FORM AFR
March 2004

APPLICATION FOR REASSESSMENT PROGRAM
(TO BE FILED WITH COUNTY TAX ADMINISTRATOR)

Taxing District _____ County _____

SECTION I - GENERAL INFORMATION

1. Reassessment to be completed _____ and filed in tax year _____.
2. All values placed on property will be as of October 1, 20 _____.
3. Year last revaluation _____ and reassessment _____ implemented.
4. No. of line items - Class 1 _____, 2 _____, 3 _____, 4 _____.

SECTION II - REASSESSMENT STANDARDS AND PROCEDURES

Below are a series of statements. The statements generally reflect standards and procedures that must be met or performed during a reassessment program. Please read each statement carefully. If you agree with the statement, place a check mark in the box to indicate agreement. If you disagree entirely or partially with the statement, place a check mark in the box to indicate disagreement. A check mark indicating disagreement requires that a separate sheet be attached to this application to express your reason the statement may not be appropriate or applicable in the proposed reassessment.

REASSESSMENT PROCEDURE STATEMENTS

- | | | |
|---|----|---|
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 1. | A diligent attempt will be made to thoroughly inspect the exterior of all improvements to carefully note all pertinent physical property characteristics and accurately obtain or verify outside building dimensions. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 2. | A diligent attempt will be made to thoroughly inspect the interior of all improvements to carefully note all pertinent construction components and other physical data respecting condition and layout. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 3. | A scaled sketch with dimensions of each significant building will be prepared on which building sections, accessories, and story levels or heights will be noted. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 4. | The Real Property Appraisal Manual for New Jersey Assessors will be utilized to develop appropriate depreciated replacement costs for all improvements as of the assessment date. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 5. | All exempt property assessments will be updated to a current value as of the assessment date. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 6. | All land assessments will be updated to a current value as of the assessment date utilizing generally acceptable land valuation procedures. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 7. | A land value map shall be developed using appropriate land unit values such as front foot, effective front foot, excess front foot, square foot, acreage value and base or minimum site value. |
| <input type="checkbox"/> Agree
<input type="checkbox"/> Disagree | 8. | Sales of all properties deemed to be usable and occurring within the past three years will be analyzed; and significant data extracted from appropriate sales will be utilized in developing pertinent factors, adjustments, tables and/or schedules for determining current market values of property as of the assessment date. |

- Agree 9. All owners of income-producing property will be requested to submit income and expense information as provided under N.J.S.A. 54:4-34.
- Disagree
- Agree 10. All applicable approaches to value will be employed in the valuation process, and values developed will be reconciled to determine a final assessed value of the property as of October 1 of the pretax year.
- Disagree
- Agree 11. A taxpayer orientation program will be conducted to generally describe the reassessment program and its purpose.
- Disagree
- Agree 12. A notice will be sent to all taxpayers to inform them of their proposed assessed value and how an appointment may be made to arrange for an informal review.
- Disagree
- Agree 13. The tax map is up-to-date and has been reviewed and approved by the Local Property Branch within the past three years.
- Disagree

SECTION III - HYBRID REASSESSMENT

Place a check mark in this box if any portion of the updating valuation process will be performed by individual(s) other than the assessor and his or her staff on the municipal payroll.

If you placed a check mark in the above box, a copy of the proposal or contract for the performance of such services must be attached to this application. Any contract entered into for valuation of all or a portion of the real property in a municipality is subject to the approval of the Director of the Division of Taxation (or his designee).

SECTION IV - CERTIFICATION AND ACKNOWLEDGMENT

I hereby declare as tax assessor that the reassessment will be performed as agreed to and stated in this application, and any revision or addendum sheet I have attached. I also fully understand that if I am granted approval to proceed with the reassessment, I will submit monthly reports of the progress and status of the reassessment to the county tax administrator as prescribed in N.J.A.C. 18:12A-1.14(d).

Check if revision or addendum sheet is attached.

_____ Date

_____ Assessor's Signature

The _____ County Board of Taxation at a meeting held on _____, 20____ has reviewed the forgoing application and any attached revision or addendum sheet and recommends _____ of the proposed reassessment program.
(Approval or Disapproval)

_____ Date

_____ County Tax Administrator

The foregoing proposal for reassessment is hereby approved this _____ day of _____, 20____, in accordance with N.J.A.C. 18:12A-1.14(c).

_____ Assistant Director, Division of Taxation