

GEORGE DEMPSEY  
Mayor

JOSEPH R. DEIORIO, CMFO  
Municipal Administrator  
Chief Financial Officer  
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(732) 223-0544

Incorporated December 30, 1887



VALERIE L. BILLS, CTC/CMFO  
Tax Collector  
Water/Sewer Collector  
Deputy Finance Officer  
vbills@manasquan-nj.com  
(732) 223-2292 ext. 239

May 2015

«Owner»  
«Street»  
«CSZ»

Dear Property Owner:

In accordance with State Law and under the authority of the Monmouth County Board of Taxation, the Borough of Manasquan is required to revalue all taxable real estate for the 2016 Tax Year. This Revaluation is to ensure uniform and equitable assessments under the Monmouth County Assessment Demonstration Program. The Borough has entered into a contract with Appraisal Systems, Inc. to conduct the revaluation program.

The first step of the revaluation process is the inspection of all properties in the Borough. In the coming months inspectors from Appraisal Systems, Inc. will visit all properties, measuring and photographing the exteriors of all buildings and inspecting the interiors. 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 Monday to Friday. If the homeowner is 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 Borough. **Do not allow anyone to enter your home without proper identification.** Owners of rental property should notify all tenants of the rental units that an interior inspection will be forthcoming by the firm. You 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., 26 Main Street, Suite 111, Toms River NJ, 08753 or via e-mail to [manasquan@asinj.com](mailto:manasquan@asinj.com) 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. To this end, the Borough will be hosting a public information session on Thursday May 14<sup>th</sup> at 7:00pm at the Manasquan Elks, 17 Stockton Lake Blvd. in Manasquan where you can also ask questions and meet with company representatives.

Enclosed is a brochure prepared by Appraisal Systems, Inc. addressing questions generally asked by property owners concerning revaluations. You may also visit their company's website at [www.asinj.com](http://www.asinj.com) or the Borough's website at [www.manasquan-nj.com](http://www.manasquan-nj.com) to find more information relevant to the revaluation process. **We would also encourage you to sign up for the Borough's email notification system on our webpage for any updates to this process as they occur.**

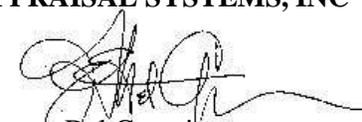
Any inquiries regarding the inspection procedure should be directed to the firm at **(888) 493-8530**.

Very truly yours,  
**BOROUGH OF MANASQUAN**



Robyn Palughi, CTA  
Assessor

**APPRAISAL SYSTEMS, INC**



Ernest Del Guercio  
CEO