

NEW MILFORD 2023 REVALUATION COMPLETION OF WORK TIMETABLE

The following schedule will be adhered to unless authorized by the Tax Assessor:

1. Upon signing and Approval of contract, the firm agrees to immediately start Public Relations. This is to include mailing of brochures to taxpayers, scheduling public meetings and setting timetable for all these with the tax assessor.
2. Acquire all outstanding building permits, Set up timetable to inspect for 2022 Added/Omitted Assessments and 2022 Added assessments. These values will be presented to the tax assessor on 9/1/22 for approval.
3. On or before December 15, 2022, a letter listing all property that entry was not gained or the property owner refused entry will be delivered to the Tax Assessor. This letter will inform taxpayers that they have an additional 5-10 days to call the firm and schedule an appointment so that they are not estimated. The firm will accommodate these calls and appointments in a timely fashion.
4. Letters will be prepared and mailed by the firm in relation to the list mentioned in item #3. This letter will be sent on the Tax Assessor's letterhead and in borough envelopes and a record will be kept in the file of service and the letter so that during appeal season, we have documents that show we made more than the 3 inspection attempts to accommodate everyone.
5. On or before January 15, 2022 all values will be delivered to the Tax Assessor for final review. This review will be completed on or before January 30, 2022 so that informal hearing letters can be sent out. Any deviation from these dates must be approved by the Tax Assessor. The Mayor and Council will be apprised of the final outcome of the values and any changes or adjustments will be discussed and or implemented.
6. The informal letters will be sent out on or before the first week of February, 2023. These letters will have the signature of the firm and the tax assessor. They will include clear instructions for how property owners can schedule either an in-person, conference call or video conference.
7. They Borough **may request** all values by neighborhood will be placed on the firms' website so that any taxpayer can review their value and other assessments in Hillsdale. This assessment list will also have all sales, listed by neighborhood so that they can see what is transpiring in the market place.
8. Any and all changes made to valuations as a result of the informal hearing process will be mailed in letter form to the taxpayer and a copy to the municipality. Letters will also be sent to property owners receiving no change as a result of an informal meeting.
9. All commercial values will be reviewed and approved by the tax assessor and potentially the Borough's current commercial appraiser.
10. The firm will mail out all Chapter 91 Income and Expense Requests for 2022 by way of Certified/Return Receipt mail to the Tax Assessor.

Any deviations from this schedule or delivering final values to the Bergen County Board of Taxation, must have the approval of the Tax Assessor, County Tax Administrator and the Bergen County Tax Board. If there is a delay without good and justifiable cause the Penalty Clause of the contract will be imposed.