



April 2011

Dear Property Owner:

By order of the Burlington County Board of Taxation, the Township of Medford must revalue all real estate for the 2012 Tax Year. The revaluation of all property, to ensure uniform and equitable assessments, is required by State Law. In complying with this order, the Township has entered into a contract with Appraisal Systems, Inc. to conduct the revaluation program. Revaluations do not increase the total amount of revenue to be raised by taxation. They only determine how an existing tax burden is to be distributed among taxpayers.

There will be a number of opportunities over the coming months to attend public meetings to learn more about the revaluation process. Homeowner, neighborhood associations, colony clubs and civic associations may request a speaking appointment with representatives from Appraisal Systems, Inc. and Gil Goble, Medford Township Assessor. Please check Medford Township's website for the form entitled Speaking Appointment – Request By An Organization at [www.medfordtownship.com](http://www.medfordtownship.com), complete the form and return to Medford Township Assessor's Office.

The first step of the revaluation process is the inspection of all properties in the Township. Over the coming months inspectors from Appraisal Systems, Inc. will visit your property, measuring the exterior of all buildings and walking through the interior. In order to properly assess your property, it will be necessary for a representative of Appraisal Systems, Inc. to enter your home. An Appraisal Systems, Inc. photographer will also be visiting each property to photograph all buildings. **No photographs will be taken of the interior of the property.** The first visit from an inspector will be between the hours of 9:00 AM and 5:00 PM. 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 have undergone a thorough background check and are provided with photo identification authorized by Medford Township Police. **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 walk through will be done by the firm. Owners/occupants will be requested to sign the field form verifying that the inspector made an interior visit. **Any inquiries regarding the inspection procedure should be directed to the firm at (888) 493-8530.**

In some cases, a property has a unique condition that may influence its value. If you think that is the case with your property, please send documentation to Appraisal Systems, Inc., 266 Harristown Road, Suite 302, Glen Rock, N.J., 07452 and it will be considered. Also, please send any documented proof relative to floodplains (for example, flood insurance documentation) or surveys showing calculated lot size (either in acres or square feet).

After the appraisals have been completed, most likely in the late Fall of 2011, 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. Also, please check ASI's website [www.asinj.com](http://www.asinj.com) to find more information relevant to the revaluation process.

Sincerely,  
**TOWNSHIP OF MEDFORD**

Gilbert V. Goble, CTA  
Assessor

**APPRAISAL SYSTEMS, INC.**

  
Ernest F. Del Guercio  
CEO