



BOROUGH OF ATLANTIC HIGHLANDS

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RENEE FROTTON, TAX ASSESSOR

UPDATE: Assessment Demonstration Program

September 9, 2019

Dear Property Owner,

A select number of properties will be reinspected for assessment data collection purposes. Inspections will be conducted over the next couple of months between 9AM and dusk (Mon.-Sat.).

In the past, properties were only inspected periodically (when a revaluation was done). We now annually reassess properties removing the need for costly revaluations. To annually reassess, the law requires the municipality to inspect every property once every five years. In accordance with the law, the Borough of Atlantic Highlands has contracted Realty Data Systems (RDS) to perform the mandated inspections over a rolling five-year period. Each year approximately 20% of the Borough will be reinspected except for 2019, where 40% will be inspected. The purpose of the inspections is to gather proper information on each property so that the in-house appraisal process (and resulting tax distribution) is fair and uniform.

Property owners in the selected areas will be receiving a postcard in the coming weeks to notify them of the upcoming inspection. RDS will have a group of inspectors in the area verifying the interior and exterior data that the Assessor's office has on file. The inspection consists of taking photographs (with a tablet), knocking on doors to inspect the interior with a homeowner or adult permission, walking the properties (including rear yards) to perform exterior inspection, as well as sketching the structures.

If there is no answer at the door, a blue door hanger explaining the purpose of the visit and instructions to contact the inspector for an appointment will be left on the door knob (or under a door mat if necessary). The inspector will then continue the exterior inspection, including entering the rear of the property. Inspectors will not go through locked gates but will enter an unlocked gate/fence to access the rear of the property and verify the sketch of the structure. If the inspector does not gain access to the interior of your property, they will estimate the interior room counts and conditions.

All inspectors wear RDS logo shirts and high-visibility vests with “PROPERTY INSPECTOR” printed on the tail. They also carry photo ID badges. The Assessor’s office and Police Department have a full list of inspectors and their respective vehicle information.

Please note: The inspectors are not appraisers and are not appraising your home. The inspectors are simply data collectors and return the data to the Assessor’s Office where the reassessment process is done annually.

Regards,

Renee Frotton
Assessor