

ASSESSMENT REVIEW FORM

Borough of Mendham
(must use 1 form per property)

Owner's Name: _____ Block: _____
Property Address: _____ Lot: _____
Daytime Phone: _____ Qual: _____
Cell / Alt. Phone: _____ Date: _____

In order to have your assessment reviewed by the Tax Assessor, please supply the following data concerning your property. **Assessment reviews are only conducted from Oct 1st to Dec 20th**, with any changes being made prior to the filing of the Tax Book by January 10th. You will be notified of the results by mail via the **annual postcard** (usually mailed end of Jan), or you can contact the office after Jan 10thst for the status. If you are not satisfied with the outcome, you can pursue the appropriate venue for appeal by April 1st of the tax year in question (file with County Tax Board if assmt is under \$1,000,000, or State Tax Court for anything else). **No new information will be considered after Dec 1st**. A copy of your PROPERTY RECORD CARD can be obtained to assist in your review, just contact the office..
(note: use additional sheets to supplement any of your answers to these questions, or provide attachments as necessary)

SUBJECT SALE / LISTING: Please attach Closing Statement / Contract or Listing Agreement

- 1. Deed (or List) Date: _____ 2. Contract Date (if sold): _____
- 3. Last List Price: _____ 4. Purchase Price: _____
- 5. Mortgage Amt: _____ 6. Was this a Short Sale: _____
- 7. Length of time this property was listed on the open market (if known): _____
- 8. Any relationship between buyer & seller: _____
- 9. Any unusual "conditions of sale" (describe): _____

Nature of perceived assessment inequity > Based on errors on the PRC and local comparisons

- 10. Did you review your property record card Yes _____ No _____
- 11. Are there known or suspected errors on Property Record Card: Yes _____ No _____
PLEASE EXPLAIN: _____

- 12. Comparison of Assmt > out of line with similar properties in the area: Yes _____ No _____
PLEASE EXPLAIN: _____

Market Value out of line > Supplemental data suggests need for assmt change

- 13. Appraisal done for financing: Yes _____ No _____ Value: _____ Date: _____
Appraisal for tax appeal: Yes _____ No _____ Value: _____ Date: _____
Appraisal done by Realtor: Yes _____ No _____ Value: _____ Date: _____
- 14. Review conducted of recent sales transactions for similar property: Yes _____ No _____
Market Data: Please provide as much information as possible for the comparable sales you rely upon

	Block	Lot	Qual	Property Address	Sale Date	Sale Price	Bldg SF	Style
a)								
b)								
c)								
d)								
e)								

- 15. Provide any other information you deem relevant and want considered in the valuation of your property. Include copies of appraisals, property surveys (especially if they depict any easements), sales contracts, closing statements, home inspections reports, photos, etc. It is in your best interest to provide as much factual "Property Specific" information as possible.
Are you attaching any info: Yes _____ No _____ **Describe:** _____
Signature of Applicant: _____ **Phone #:** _____