

Annual Inspections

Top 10 Frequently Asked Questions

Question 1: What does this blue card mean?

Answer: The blue card is your advanced notification of an interior/exterior inspection to be performed on your property within the next few weeks. As part of the new Real Property Assessment Demonstration Program, once every five years an inspector will come to your home to verify the accuracy of your property record card.

Question 2: Can I view my current property record card today?

Answer: Yes. All property record cards are available on the Manalapan Township website at; www.mtnj.org. Directions; Click Departments- Tax Assessor- Assessment Records Search. Now, enter your Address (Note: leave out road, street, blvd, etc). When you locate your property, click; More Info- Then click the Property Record Card button in the upper left hand corner. If you find any inaccuracies or incorrect information please contact the Assessor's Office immediately.

Question 3: When are the inspectors coming?

Answer: The inspections will begin within two weeks of notification (blue card) and will end in the third week of August. There is unfortunately no way to know the exact time and inspector will be at your home. The inspections will be done in groups, in block and lot order from 9am to 6pm.

Question 4: Can I make an appointment?

Answer: No. Due to the large volume of inspections to be completed in a short period of time the most efficient way to conduct the inspections is in block & lot order, by multiple inspectors, with predetermined routes.

Question 5: What if I am not home?

Answer: If you are not home at time of inspection the inspector will leave a door hanger detailing information on how to contact them to set up an appointment. You now have the option to schedule an appointment online or by phone.

Question 6: What if I don't let them in?

Answer: You have the right to refuse inspection. Please keep in mind the Township of Manalapan and Realty Data Systems will make every effort to cause taxpayers the least possible inconvenience. The inspectors are trained professionals and will be quick (5-7 minutes within your interior). The inspector's job at time of inspection is not to make a judgment of value, rather to collect pertinent information to be used in the valuation process. Examples include the number of bathrooms; verifying measurements; interior finishes; and the observed condition of the property to determine effective age.

Question 7: When was my home last inspected for tax assessment purposes?

Answer: All homes in Manalapan were inspected during the last revaluation between 2006 and 2007.

Question 8: How do I know the inspector is legitimate?

Answer: All inspectors will be carrying photo identification at all times and their vehicles are registered with the Manalapan Police Department. All inspectors are highly trained and giving thorough background checks prior to employment.

Question 9: When will I know the results of my inspection?

Answer: On November 15, 2014 you will receive your annual assessment notification postcard by mail. This notification will have your total assessed value and information on how to file an appeal should you disagree with your total assessment. If you disagree with the assessed value shown on the card, you have the right to file an appeal with the Monmouth County Board of Taxation. Forms, Instructions, and a guide to the process Understanding Property Assessment Appeals for Monmouth County may be obtained at <http://secure.njappealonline.com>. Appeals must be filed **on or before January 15, 2014**. This card will also serve as notice that your property record card is ready for view online or at the Tax Assessors office.

Question 10: Does this mean my home will be reassessed?

Answer: Maybe. Under the new program **all** assessments will be reviewed yearly. Depending on the market conditions the assessed value may change. Starting in 2015 Manalapan's ratio of market value to assessed value will be 100%. Your properties assessed value should represent your current market value as of October 1st of the pre-tax year.

If have any further questions please do not hesitate to contact me by email at aworth@mtnj.org or by phone 732-446-8311.