

## **ASSESSMENT DEPARTMENT Q & A**

### **Q1: *Difference between the Tax Assessor & Tax Collector?***

A1: The primary responsibilities of the Tax Assessor include:

- Establishing and maintaining the assessment on all real property throughout the municipality
- Collecting information about new construction and/or building alterations, and changing the assessments as needed upon completion of the work
- Defending all Tax Appeals against the assessment.
- Processing all Deeds, ownership information, and addresses for all property within the municipality
- Maintaining the Tax Map, and assignment of all Block/Lot numbers
- The Assessor DOES NOT determine the amount of taxes levied against a property or collect any tax payments

The primary responsibility of the Tax Collector is to:

- BILL and COLLECT the taxes for all ratable property within the municipality
  - Levy interest on unpaid delinquent taxes
  - Conduct Tax Sales for severely delinquent taxes (usually on an annual basis).
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### **Q2: *What is the assessment based on?***

A2: The assessment is supposed to reflect the “market value” of the property in question as of October 1<sup>st</sup> of the PRE-TAX Year. Since the assessment does not change from year to year, the ASSESSMENT RATIO is established by the State annually to provide a means to convert the assessment to an estimated “market value”. The method for doing this is to *divide* your Assessment by the Annual Ratio. The resulting value is the “implied market value” for your property. For Tax Year 2019, the effective ASSESSMENT RATIO for the Town of Boonton is 94.81%.

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### **Q3: *HOW CAN I...***

- ***Find out information about other assessments in the municipality?***
- ***Find out ownership, address, and sales information for properties in the municipality?***
- ***Obtain forms for various Property Tax Deductions?***

A3: The most useful links for statewide assessment information is at:

❖ <http://www.njactb.org/>

This link is to the New Jersey Association of County Tax Boards website. Click on the “Records Search” link at the top of the page, and enter the appropriate County & Municipality names to begin your search. This site provides all of the MOD-IV data that is contained in the Assessor’s Tax Book, including much more information (historical assessments, sales information, year built, building size, building style, etc.)

❖ <https://www.state.nj.us/treasury/taxation/prntlpt.shtml>

This takes you to the forms section of the NJ Division of Taxation (*Local Property Branch*). All assessment related forms can be found at this site.

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**Q4: Are there other informational resources to help explain property taxation?**

A4: General information on both the assessment and appeal process can be found using the following links. This will hopefully help further your understanding of the issues involved in determining the accuracy of your property tax assessment and potentially challenging the assessment via the appeal process:

❖ <http://www.state.nj.us/treasury/taxation/lpt/ptbrochures.shtml>

This link takes you to the **Property Tax Brochures section** of the NJ Division of Taxation (*Local Property Branch*) website. From this site, you can open the link to any of 3 different brochures dealing with property tax benefits, appeals, and valuation.

❖ [http://njpropertytaxguide.com/njcpa\\_property\\_tax\\_guide\\_brochure\\_low.pdf](http://njpropertytaxguide.com/njcpa_property_tax_guide_brochure_low.pdf)

This link takes you to a newly released document entitled **New Jersey Homeowner’s Guide to Property Taxes**. This informative document was produced in 2018 by the NJ Certified Public Accountants, in cooperation with the NJ Realtors and the Association of Municipal Assessors of NJ.