

## TAX APPEAL INSTRUCTIONS

In early February, you should receive a green post card with your tax assessment information. The amount represents what the township says you probably would receive if you sold your house.

Here are the steps for appealing your taxes:

1. Get the 4 page form from either the township office on Bargaintown Road, the County Board of taxation in the Mays Landing Court House or you can print the information from:

<http://www.aclink.org/taxation/pdfs/FormA-1.pdf>

2. Fill out the form:

- a. Top Portion:

Fill out your personal information and the information from the Green card.

- b. Section 1.

Fill out this section after you have filled out Section II. The Current Assessment is from the Green Card. The Requested Assessment is calculated from the listed sales in Section II.

- c. Section II

Use the spreadsheet showing the comp data for sales in the past year for VGEM and VGLM.

Select 3 to 5 comparable sales, excluding ESTATE Sales or foreclosures, for your model as follow:

Allestead chose either Allestead or Brookhaven

Brookhaven chose Brookhaven or 1Fl Coventry

1Fl Coventry chose 1Fl Coventry, Brookhaven or Deerfield

2FL Coventry chose 2Fl Coventry, Deerfield, Eden or Falston

Deerfield chose Deerfield, 1 or 2 fl Coventry or Eden

Eden chose Eden, Deerfield, 2fl Coventry or Falston

Falston chose Falston, 2fl Coventry or Eden

Write the requested information on the lines in Section II and calculate the average to place in Requested Assessment in Section I.

- d. Sign and date the bottom

3. Filing

Look on the bottom of each form to determine who should get it. All forms must be received by April 1<sup>st</sup> so if you mail them, allow at least a week for delivery. A check for \$25.00, payable to the Atlantic County Board of Taxation goes to the Mays Landing address. Forms 2 and 3 go to the Township building on Bargaintown Rd.