

2023

ARTICLES OF AGREEMENT

FOR THE REVALUATION OF HADDON TOWNSHIP

BETWEEN THE TOWNSHIP OF HADDON

A MUNICIPAL CORPORATION OF THE

COUNTY OF CAMDEN

AND

2023
ARTICLES OF AGREEMENT

THIS AGREEMENT made this _____ by and between: the Township of Haddon, a Municipal Corporation of the County of Camden, State of New Jersey, hereinafter referred to as "THE MUNICIPALITY", party of the part, and _____ with principal offices at _____, hereinafter referred to as "THE COMPANY", party of the second.

WITNESSETH

WHEREAS, the Municipality is engaged in a project to update the evaluation on all the lands, buildings, and improvements contained within boundaries of the Municipality, and desires to engage the services of _____, to render necessary advice and assistance in the said Revaluation project; and

WHEREAS, _____, has offered to render such services to the Municipality at a total price of _____ (\$_____) DOLLARS and to perform such services in accordance with the terms and specifications herein set forth.

NOW THEREFORE, each of the parties hereto intending to be legally bound hereby, it is agreed as follows:

_____, shall render all of the following services for the Revaluation and land value project for the Township of Haddon, said services to be rendered in accordance with Specifications hereby made a part of this Contract, and in accordance with the County Tax Assessment List, Form SR-3A for the Township of Haddon, as of the 2023 tax list district summary, listing the number of line items in each property classification and to include the following items:

| <u>CLASS</u> | <u>CLASSIFICATION</u> | <u>NO. LINE ITEMS</u> |
|--------------|-------------------------|-----------------------|
| 1 | VACANT LAND | 97 |
| 2 | RESIDENTIAL | 4727 |
| 3A | FARM (REGULAR) | 0 |
| 3B | FARM (QUALIFIED) | 0 |
| 4A | COMMERCIAL | 271 |
| 4B | INDUSTRIAL | 11 |
| 4C* | APARTMENT | 15 |
| 15A-F | EXEMPT | 326 |
| | TOTAL LINE ITEMS | 5447 |

The Total Contract Price will be calculated based upon the line item summary provided above. The Company shall be entitled to additional compensation for any and all line items that exceed the totals listed within each property classification and/or for any property class changes. The following fee schedule will be used to determine the additional compensation due to the Company:

| <u>CLASS</u> | <u>CLASSIFICATION</u> | <u>FEE PER LINE ITEM</u> |
|--------------|-----------------------|--------------------------|
| 1 | VACANT LAND | \$ _____ |
| 2 | RESIDENTIAL | \$ _____ |
| 4A | COMMERCIAL | \$ _____ |
| 4B | INDUSTRIAL | \$ _____ |
| 4C | APARTMENT | \$ _____ |
| 15A-F | EXEMPT | \$ _____ |

The above-listed fee schedule shall also apply to property class changes. The payment will be based upon the difference between the fee for each property classification.

PHOTOGRAPHS

The Company will provide at least two clear color digital photographs of each major structure (showing a front view and a back view of each property) located in the Municipality. The Company will provide at least one clear color digital photograph of each outbuilding such as sheds, garages, pools, barns and etc. All photographs must be taken with the Surface Pro Tablet (or equivalent) at the time of the field inspection and stored on the BRT (or equivalent) software photo page for that specific Block and Lot before the next inspection can begin. Any photograph with snow on the property must be retaken when the snow is no longer visible. All pictures taken from right of way are to be listed in a way that allows them to be grouped and organized so that they can be used in conjunction with Global Information System (GIS) programs.

COMPUTER ASSISTED TAX ASSESSMENT, MOD IV SKETCH AND PHOTO SOFTWARE

COMPUTER SOFTWARE (Company to provide)

The data collection for the revaluation is to be performed via electronic data collection software compatible and integrated with the BRT MODIV and CAMA system (or an equivalent software program). The electronic data collection software must be capable of both real time and batch uploading. The license and/or fees of the electronic data collection software will be the responsibility of the revaluation company for the time period that the appraisals are being performed.

The Company will supply the software program(s) which includes the restricted rights to use the software programs owned by BRT (or equivalent). The software must be used to produce final values and property record cards for residential properties. The Company is to perform all field work and data entry work on Surface Pro Tablets (or equivalent) which will be provided by the Company. The Company will also use the PRC Powerpad (or equivalent) software, provided by BRT Technologies (or an equally compatible software). Such software should be provided by the Company. All printing and processing and related work should be performed off-site during the field work and at the Company's facilities.

The company will utilize the following.

1. BRT (or equivalent) TAX ASSESSMENT SOFTWARE PACKAGE – This program calculates land and improvement values for residential, commercial, industrial, apartment, farm, and vacant land properties according to the standards provided in the Real Property Appraisal Manual for New Jersey Assessors, most recent edition. The company is responsible for updating and testing all codes tables to reflect the costs in the most recent version of the Real Property Appraisal Manual for New Jersey Assessors.
2. BRT (or equivalent) SKETCH PROGRAM – This program is capable of drawing a sketch for residential and non-residential buildings, calculating square foot floor areas, and has text capabilities to label each sketch segment. All sketch labeling must correspond to Haddon Township's version of the input form and software program's sketch codes.
3. BRT (or equivalent) DIGITAL PHOTOGRAPH SOFTWARE - This program is capable of storing up to Five hundred (500) digital photographs (at high quality) for each block and lot in Haddon Township and will be linked to the master file to allow the photo to be accessed while in the BRT MODIV and Power CAMA (or equivalent).
4. MARSHALL AND SWIFT SOFTWARE – The Company will provide the Latest version of Marshall and Swift software program, (or its equivalent) for the appraisal of commercial properties.

COST OF COMPUTER SOFTWARE: Company to provide at no additional cost.

The Municipality will pay all costs related to software support and maintenance necessary to operate the software package located in the Municipal building during the time the appraisals are being performed. The Company is responsible for the testing of programs and updating codes tables on the Municipality's hardware. The company is responsible for all costs related to off-site software.

It is understood that the Company may be required to enter into a licensing agreement with the Software Vendor for the use of its software programs during the time the appraisals are being performed.

Computer Hardware

The contract price does not include hardware and related services.

ARTICLE I

APPRAISAL REVALUATION FIRM: QUALIFICATIONS OF PRINCIPALS AND EMPLOYEES

The Company shall make available qualified personnel for the purpose of giving full explanation and instructions to the Assessor and his/her staff with regard to all materials submitted in all phases of the final Revaluation.

The Company shall submit a statement of the qualifications and experience of the Company, or its principal Appraiser or Appraisers in charge of mass appraisal work and of all other personnel to be employed on this project. The experience and qualifications of the various classes of employees shall meet the following minimum requirements. The Company shall submit a list of its employees and their qualifications to the tax assessor for his review, which will be subject to his approval. All personnel shall have a valid driver's license.

(1) The principal Appraiser in charge of mass appraisal work shall have at least ten (10) years of practical appraisal experience involving extensive commercial, industrial, apartment, farm, and residential type properties. Five (5) years of experience shall have occurred within in the past seven (7) years. The principal appraiser must be licensed as a N.J. Certified General Real Estate Appraiser and a N.J. Certified Tax Assessor. These licenses and/or certifications must be current at the time of proposal submission and maintained in good standing from proposal submission until the conclusion of the last appeal in accordance with the terms of the contract. The

principal Appraiser, also to be known as the Project Manager, who starts the Haddon Township revaluation shall not be changed or substituted during the entire process.

(2) The supervisor or supervisors in direct charge of the work in the field shall have at least ten (10) years of practical appraisal experience involving commercial, industrial, apartment, farm, residential, and exempt type properties, five (5) years of this experience shall have been in the mass appraisal field and have occurred in the past seven (7) years. The Supervisors or supervisors in direct charge of the work will not be changed or substituted during the entire process of the revaluation for Haddon Township.

(3) All field persons (not to exceed six residential field persons and two commercial field persons) involved in classifying properties for prime data to be entered on property data input forms, shall have had not less than three years of in-service training pertaining to their particular phase of their work, shall be over eighteen years of age, and shall be thoroughly indoctrinated in all phases of their work. All field persons shall have no less than 2 years experience working as an actual field person gathering information for the purpose of tax assessments. A list of revaluation projects for each field person shall be provided to the Tax Assessor. All field persons shall have no less than 200 hours of work experience using the powerpad software (or equivalent) in the field collecting residential data. Additionally, all field persons shall be subjected to criminal background checks and have no prior criminal histories. Field persons will not be changed or substituted during the entire process of the revaluation for Haddon Township.

It is understood and agreed that the Haddon Township Tax Assessor shall have the right to remove any employee of the Company if it is determined by the Haddon Township Tax Assessor that such employee is not qualified for the facet of the Revaluation program for which he or she is involved.

(4) Personnel estimating final land values shall have qualifications not less than those prescribed for supervisors in direct charge of work in the field.

(5) The Company shall submit a list of clients and descriptions of the municipality and types and scope of properties appraised in those municipalities.

(6) The Company warrants that it has a staff of sufficient size for the performance of this Contract.

(7) In accordance with N.J.A.C. 18:12-4.8(10v) Changes in Personnel, the Company shall notify in writing any changes in personnel that take place during the Revaluation project to the Camden County Tax Board and Haddon Township Tax Assessor.

(8) The bidders shall comply with all terms and requirements of the Affirmative Action Regulations, N.J.A.C. 17:27 et seq.

ARTICLE II

GENERAL SCOPE OF WORK AND STANDARDS FOR REVALUATION

Prosecution of the work: The Company shall start within two (2) weeks after execution of the Contract by the Municipality and approval by the State of New Jersey and shall perform this work in accordance with a definite plan and schedule for field, office, and other required operations. Said plan and schedule shall become a part of this Contract and must be approved by the Haddon Township Tax Assessor.

PUBLIC ORIENTATION

(1) Publicity via newspaper releases after signing and approval of contract; prior to start of field work; and during term of revaluation project subject to the approval of the Haddon Township Tax Assessor.

(2) Meetings with local Civic Groups, upon their request, on an on-going basis. The Haddon Township Tax Assessor may attend such meetings.

NOTIFICATION TO PROPERTY OWNERS

(1) Mailing of notices to property owners (at the expense of The Company) informing them of pending revaluation and that the property inspectors will be visiting their homes within the next several months. The notice must also include a separate pamphlet in a question/answer format to answer commonly asked revaluation questions. The Haddon Township Tax Assessor must approve the format of pamphlet and inspection notice.

FIELD INSPECTION

(1) Field inspections of residential properties to be conducted by qualified and experienced inspectors with proper identification. The following shall become standard for each property.

(a) Recording of exterior measurements and description of all structures located on each property. In the comment section of the BRT Power CAMA (or equivalent), a descriptive rating of the exterior's general condition including any highlights or deficiencies shall be clearly written. These are to be Standardized with the field inspectors and the Assessor.

(b) Recording of interior description. In the comment section of the BRT Power CAMA (or equivalent), a descriptive rating of the kitchen, bathrooms and general condition including any highlights or deficiencies shall be clearly written. These are to be Standardized with the field inspectors and the Assessor.

(c) The placement of the AC unit and fireplace will be indicated on the Computer sketch of the structure.

(d) Recording of field notes required by the Haddon Township Tax Assessor.

- (e) The Field Inspector will take at least two clear color digital photographs of each major structure (showing a front view and a back view of each structure. The Field inspector will provide at least one clear color digital photograph of each outbuilding such as sheds, garages, pools, barns and etc. All photographs must be taken with the Surface Pro Tablet (or equivalent) at the time of the field inspection and stored on the BRT (or equivalent) software photo page for that specific Block and Lot before the next inspection can begin. Any photograph with snow on the property must be retaken when the snow is no longer visible.
- (2) Field inspections of commercial properties shall also be conducted by qualified and experienced enumerators with proper identification.
 - (a) All commercial properties are to be inspected.
 - (b) All commercial properties are to be sketched in detail.
 - (c) All buildings located on the commercial property are to be photographed from two views (front and back).
 - (d) All information shall be entered into the Marshall and Swift Estimator 7 software (or equivalent software).
 - (e) All commercial properties are to be sketched in the BRT Power CAMA (or equivalent).
 - (d) All mixed-use properties will have the percentages of each use calculated and clearly noted for each property.
- (3) Field inspections of exempt properties shall be assessed in accordance with the terms above after a determination is made as to whether the property is commercial or residential.

NEIGHBORHOOD DELINEATION AND MAP

The Company shall establish neighborhood delineations with the assistance of the Haddon Township Tax Assessor and create a neighborhood map that will indicate

neighborhood boundaries. The neighborhood map shall reflect zoning boundaries (color coded) of all zones in the Township.

LAND VALUE STUDY

(1) Analysis and establishing land values for all streets in the municipality and coordinating these land values with the Haddon Township Tax Assessor for his input and approval.

(2) Plotting of sales from 2020 to 2024 (minimum) on Tax Map and Color Coding Map for different types of property sales and zoning.

MARKET STUDY OF REAL ESTATE VALUES

(1) Analysis of all bona-fide sales that have been transacted from 2020 to 2024 (minimum) and reviewing these sales with the Assessor.

(2) Analysis of income data for apartment, commercial and industrial properties, with the assistance of the Haddon Township Tax Assessor. *The Company will be responsible for preparing and mailing all income/expense statements to Class 4 property owners and will be responsible for all costs associated with the preparation and mailing of the income/expense reports.*

(3) Establishing the appropriate Cost Conversion Factor(s) for the Municipality.

PREPARATION OF PROPERTY RECORD CARDS

(1) Diagramming of property on the record card.

(2) Computation of cost factors according to *New Jersey Tax Assessor's Manual, latest Edition* (New Manual). The Company is responsible for updating and testing the Codes Tables pricing and coding to reflect the most recent version of the Real Property Appraisal Manual for New Jersey Assessors.

(3) Computation of land values for each site.

(4) Individual field reviews to verify accuracy of depreciation factors, property class, description, and for equalization of values.

(5) Property record cards (preliminary copy) to be turned over to the Assessor for his review and approval on an on-going basis until all properties are completed.

(6) Where more than one property record card is required in the description of the property, all cards shall be assembled and properly labeled.

COMPUTER GENERATED REPORTS TO BE REVIEWED BY THE ASSESSOR
AND/OR MUNICIPAL OFFICIALS

(1) Report listing all properties in the Municipality as to building classification and square feet of living area, along with the land value of each property.

(2) Report listing all properties in the Municipality, as well as the Block and Lot, Old and New assessed values, former taxes paid, projected taxes paid, and dollar changes for each property. Adjacent to each property that has sold will be recorded the former sale price and date of sale. This report will contain the total appraised values for each class of properties and number of properties appraised in each category.

(3) Tax impact reports by use, type and neighborhood.

(4) Sales listing reports by neighborhood broken down by style and/or model type.

(5) Any other report necessary to assist the Company and/or Municipality to complete the revaluation both accurately and efficiently.

NOTIFICATION TO PROPERTY OWNERS OF NEW ASSESSMENT

(1) At the end of the Revaluation project, individual notices with appropriate explanation of property values will be mailed by first class mail to each taxpayer in the Municipality at the expense of the Company. The notice must show both the current and proposed assessment and taxes for the subject property.

(2) Informal discussions by appointment, with property owners at predetermined time and place, before December 15, 2024. The revaluation will become effective for the 2025 tax year.

(3) Review property owners' questions and concerns coordinating these questions and/or changes with the Haddon Township Tax Assessor.

(4) Notification by first class mail to the property owners of final determination of values with appropriate explanation following the requested review.

PREPARATION OF TAX BOOK

(1) Diagramming of property on a CAMA program.

(2) Computation of cost factors according to *New Jersey Tax Assessor's Manual, latest Edition* (New Manual). The Company is responsible for updating and testing the Codes Tables pricing and coding to reflect the most recent version of the Real Property Appraisal Manual for New Jersey Assessors.

(3) Computation of land values for each site.

(4) Individual field reviews to verify accuracy of depreciation factors, property class, description, and for equalization of values.

(5) Property record CAMA files (preliminary copy) to be turned over to the Assessor for his review and approval on an on-going basis until all properties are completed.

(6) Where more than one property record card is required in the description of the property, all cards shall be assembled and properly entered on the BRT System (or equivalent).

COMPUTER GENERATED REPORTS TO BE REVIEWED BY THE ASSESSOR
AND/OR MUNICIPAL OFFICIALS

(1) Report listing all properties in the Municipality as to building classification and square feet of living area, along with the land value of each property.

(2) Report listing all properties in the Municipality, as well as the Block and Lot, Old and New assessed values, former taxes paid, projected taxes paid, and dollar changes for each property. Adjacent to each property that has sold will be recorded the former sale price and date of sale. This report will contain the total appraised values for each class of properties and number of properties appraised in each category.

(3) Tax impact reports by use, type and neighborhood.

(4) Sales listing reports by neighborhood broken down by style and/or model type.

(5) Any other report necessary to assist the Company and/or Municipality to complete the revaluation both accurately and efficiently.

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(3) Review property owners' questions and concerns coordinating these questions and/or changes with the Haddon Township Tax Assessor.

(4) Notification by first class mail to the property owners of final determination of values with appropriate explanation following the requested review.

PREPARATION OF TAX BOOK

(1) Review of all data on property CAMA files for accuracy.

(2) Property CAMA files are to be sent to the tax assessor.

LIQUIDATED DAMAGES FOR DELAYS

The Company shall not be held liable for any damages caused by strikes, explosions, war, acts of God, or fire that might stop or delay the progress of work. The Company shall complete all field work, except call back inspections and photographs, on or before August 30, 2024. The Company shall complete the entire Contract on or before November 1, 2024, except for informal hearings, which must be completed by December 15, 2024. Assessment notices shall not be sent prior to November 10, 2024. In the event field work is incomplete, except call back inspections and photographs, by August 30, 2024 and/or the entire contract is incomplete by December 15, 2024, then and in such an event, the contractor shall be charged at a rate of two hundred (\$200.) dollars per calendar day for each and every calendar day after said date(s) in which the contract remains uncompleted as liquidated damages. This penalty will not be enforced if delays are caused by anyone other than the Company or if the contract is not signed by Haddon Township and approved by the State of New Jersey by February 15, 2024. All values must be established as of October 1, 2024.

Field Checks and Reviews: During the course of the project, the Haddon Township Tax Assessor shall conduct spot checks with the Company for inspections of both quality and quantity of work, and to provide an understanding of the procedures followed and a knowledge of special conditions existing in the Municipality.

Final Values: After completion of the foregoing work and application of unit costs, unit land values and all other pertinent data, the Company shall finally determine its opinion of the current true value of every taxable property within the Municipality as of October 1, 2024. Meetings shall be held between Company staff members and designated Municipal Officials to discuss and review the phases of the project. It is agreed, by both parties, **the Haddon Township Tax Assessor is designated as the Municipal Official to ascertain compliance with terms of the Contract.**

Public Relations: The Company shall conduct a suitable program of public education to promote the understanding and support for the revaluation program and for

sound assessment administration. Said program of public education shall include promotion in the local press and meetings with property owners. All public relations letters, press releases, and such must be approved by the designated Municipal Official.

(a) The Company shall prepare news releases for distribution to local newspapers at the time of the Contract approval. Such news release shall have prior approval by the designated Municipal Official. Additional news releases, during the revaluation program, shall be prepared with the approval of the designated official.

(b) If requested, the Company shall, with the approval of the designated official, attend meetings with various civic organizations at the commencement of and during the Revaluation program.

(c) As requested from time to time by the Municipality, the Company shall carry on and assist the Municipality in conducting or participation in suitable programs of public education through public and private news media and meetings with citizen and property owner groups before and during the undertaking of work as a means of establishing understanding of and familiarity with the Revaluation program and sound assessment administration. The minimum public relations requirement will be established by the designated Municipal Official.

(d) The Municipality shall supply all field representatives with identification cards or badges and/or letters containing, in addition to customary information and information required by the Municipality hereafter, a photograph of the representative, and each representative shall present and show said card or badge at all times on request by anyone within the Municipality.

Scope of Work: The Company shall appraise all real property, land and improvements, including tax exempt properties, contained within the borders of the Municipality according with N.J.S.A. 54:4-1 et seq. and, using the three (3) approaches to value; namely, Cost Approach, Sales Comparison Approach and Income Approach, wherever applicable and reconcile the approaches to value. All data used shall be made available to the Haddon Township Tax Assessor.

All commercial properties will be valued using the cost approach through the Marshall and Swift computer program.

All commercial properties will also be valued using the income approach. Finally, commercial properties should be valued using the comparative sales approach. The comparative sales value will be calculated using the records located in the Tax Assessor's office and using approved appraisal methods. All cellular towers and billboards will be valued using State-approved techniques.

A separate list of exempt properties should be provided indicating whether the property was valued as residential or commercial and note the value of the said properties as if taxable.

This shall include all real property in the process of being constructed or altered while the revaluation project is under way (up to and including October 1, 2024), at no additional cost to the Municipality. With regard to real property being constructed or altered, the Company shall determine the percentage of completion and the appraised value of said property as of October 1, 2024. Percentage of completion and description of any item added or altered in the past five years and/or any item in the process of being added or altered must be noted on property record card.

N.J.A.C. 18:12-4(2) Land qualified under the Farmland Assessment Act of 1964, N.J.S.A. 54:4-23.1 et seq. shall be valued in accordance with its qualified farmland value (to be established by the Haddon Township Tax Assessor) and its highest and best use value (to be established by Company).

INSPECTION(S) OF IMPROVED PROPERTIES:

Any inspection of an improved property shall be performed in the following manner:

(a) No less than three (3) attempts shall be made to gain entry to each property (only one inspection is required for outbuildings such as sheds, garages, barns, pools, etc.);

(b) If successful entry has not been made after the first attempt, a card must be left at the property.

(c) The card must include a phone number and address to permit the property owner to contact the Company to make other arrangements, if necessary.

(d) The Company shall be available to make inspections during reasonable hours which shall include weekday, weekday evenings and Saturdays.

(e) If entry is not possible upon the third visit, written notice must be mailed by first class mail advising that an assessment will be estimated.

(f) The Assessor shall be notified in writing of each failure to gain entry to a property and a list of all non-entries and reasons for same shall be provided to the Assessor (such as refusal by owner/tenant or vacant home, etc.) prior to the mailing of values. (N.J.A.C. 18:12-4.8 (9i to 9v inclusive)).

(g) Each Data Collection Form shall identify the individual making the inspection, the date and time of each inspection attempt, and the interior inspection date.

(h) The Company shall notify the Tax Assessor of any properties discovered that are not on the current year tax list. Notification of discovered properties shall be in a timely manner to permit the assessor adequate time to place an added and omitted assessment on the property.

(i) The Company shall be responsible for any properties not found on the tax map and to evaluate such properties and add them to the tax rolls and notify the Tax Assessor in a timely manner so that the Tax Assessor can have adequate time to place an added and omitted assessment on the property.

(j) The Company shall be responsible to delineate easements and right of ways and their impact on the property as to its value.

WEEKLY MEETINGS & REPORTS:

The principal Appraiser also known as the Project Manager shall be available to meet weekly with the Tax Assessor to provide Progress reports. These meetings will be limited to the availability of the Tax Assessor and at the discretion of the Tax Assessor will be held on Saturdays. All work completed up to that time shall be available for review of the Tax assessor. As field work is completed, is to be made available to the Tax Assessor for his review at each stage of development.

MONTHLY REPORTS:

The Company shall provide written monthly progress reports to the Haddon Township Tax Assessor for his review. The Haddon Township Tax Assessor shall make monthly reports of progress of the work to the Camden County Board of Taxation.

ARTICLE III

TAXPAYER REVIEW PROCEDURE

Informal Taxpayer Review: The Company, at its own expense, by first class mail, addressed to the owner of each taxable property, shall advise the property owner(s) of the appraised value as it has been determined and announce the time and the place where the informal review will be held, at least ten (10) days prior to the scheduling of such personal informal meeting. Such reviews will be held in place to be determined by the municipality. The Haddon Township Tax Assessor may participate in the meetings. See Notification To Property Owners of New Assessment on Page 9-10, Item (1) for content of Final Assessment Letter.

Qualified members of the Company's staff shall conduct these review meetings for as many meetings as are required to complete these meetings in a satisfactory manner.

It is the purpose and intent of these informal reviews to be limited to such numbers of taxpayers as based on experience of Company to permit individual taxpayer sufficient time to record the nature of the complaints of the property owner. After the conclusion of the informal taxpayer review, the Company shall take necessary action to inspect the property again, if necessary, and review the taxpayer's property record card and make any necessary revisions and so notify the taxpayer within four (4) weeks of the conclusion of said informal taxpayer review meetings. Sufficient time shall be allotted to hear and conclude all taxpayer reviews on or before December 15, 2024.

A written record of each review shall be provided to the Haddon Township Tax Assessor in a format approved by the Assessor. Upon Assessor's approval, the Company will send a written notice, within four (4) weeks of informal meeting and by first class mail, to each property owner that responded to the informal tax payer review(s). The notice should inform the property owner of the Company's final determination of assessment and notify the property owner of the appeal process.

ARTICLE IV

TAX MAP

The Municipality shall furnish to the Company, for their use, one (1) *full-size* complete set of prints of the Municipality's up-to-date approved Tax Map, and one (1) *reduced* copy of the State approved tax map.

ARTICLE V

LAND VALUE MAP

The Company shall prepare land value maps for the entire Municipality showing values as to unit front foot and/or acreage, and/or site values of all land and shall deliver one copy of this map to the Municipality upon completion of the project.

ARTICLE VI

COST AND UNIT VALUE

The Company shall use the most recent Edition of "Real Property Appraisal Manual for New Jersey Assessors", which prescribes uniform methods and procedures for the determination of values of land and buildings.

The Company shall collect and analyze local real property data as to costs, rentals, land classifications and other data for use in determining land and building evaluation standards. Such applicable data shall be entered on property record cards.

The Company shall determine basic unit front foot and/or acreage, and/or site values for each block and street. After examining each lot and parcel in the field

and after considering all factors affecting Market Value, the Company shall apply such units and determine the value of each parcel.

The Company shall collect and analyze construction cost data and prepare Conversion Factors to convert costs found in the Real Property Appraisal Manual for New Jersey Assessors (most recent version), to current costs and shall furnish the Municipality a copy of these conversion factors. These cost conversion factors will be used to value both residential and non-residential improvements. A separate conversion factor for residential and non-residential properties must be calculated.

The Company shall furnish the Assessor complete details and data used in arriving at these conversion factors. The Company shall state the year to which all values apply. All final values set forth on the property record cards shall be true value according to law and as of the year so stated. Each property card must reflect the October 1, 2024 assessment date. All data input (field sheets) must reflect inspection attempt dates and times; the inspection date; and contain the owner or occupants signature to verify that an interior inspection has actually been performed.

ARTICLE VII

PROPERTY RECORDS AND DATA/FILES

The Company shall prepare real property identification material on individual property record cards similar in form and content to those being used presently by the Haddon Township Tax Assessor's Office. The format of residential and non-residential property record card(s) must be approved by the Haddon Township Tax Assessor. Such cards shall be produced on paper and generated through the computer program. Said property record card and all forms used in the data collection process shall have been reviewed and approved by the Haddon Township Tax Assessor prior to the execution of this Contract. It is understood that the database and all records and data collected as part of the revaluation are the property of the Municipality at the conclusion of the revaluation program. The data may be used by the Municipality for

future update of assessments. The Company will provide the Masterfile and computer mass appraisal data, and any other electronic data to the Township of Haddon in a format and on a median commonly used by software vendors. The Company agrees not to use any data collected as part of this revaluation and/or reassessment project for any purpose other than for work directly related to the Haddon Township Revaluation and/or Reassessment.

A magnetic tape, or diskettes, or electronic file containing the new values, shall be provided by the Company, to the Municipal Mod IV vendor. Said file shall be in format consistent with the New Jersey State Property Tax System MOD IV, so that the entry of the data can be made directly into the taxing district's Master File. (N.J.A.C. 18:12-4.4(c)).

As part of the process in producing property record cards, the Company shall utilize the data entry work sheet(s) as follows:

- (1) Tape measure the exterior building dimensions and note such dimensions on a field sketch, which shall be electronically drawn and transferred to scale to each individual property record card. Each sketch segment must be labeled using codes currently used by the Haddon Township Tax Assessor's Office or as approved by the Haddon Township Tax Assessor.
- (2) Carefully inspect each building for all interior and exterior construction details and record same on the powerpad (or equivalent) or data entry worksheet, depending on the type of property being assessed. Each entry must be reviewed for its accuracy. The data entry worksheet(s) for commercial property assessments must be the same as those currently used by the Haddon Township Tax Assessor's Office or as approved by the Haddon Township Tax Assessor.

- (3) All data necessary for arriving at the valuation of each lot and its building will include such items as age, construction, physical condition, and depreciation. The property record card shall be produced on heavy paper stock. Each property record card shall contain the property location; owner's name; mailing address; property class; map number; building description; land description; current assessment; block number; lot number; additional lot number(s) and a complete description of property including pricing. Said data shall be computer generated, saved as a file on the powerpad (or equivalent), and printed on a permanent property record card. The residential and commercial property record cards must be the same as those currently used by the Haddon Township Tax Assessor's Office. All revisions to property record cards must be approved by the Haddon Township Tax Assessor.
- (4) Where more than one property record card is required in the description of the property, all cards shall be assembled and properly labeled.

ARTICLE VIII

CHECK AND REVIEW

The Company shall check in the field all property record cards for correctness of description, classification (correct property class for pricing), depreciation, obsolescence, conversion factor and for accuracy of computations and final appraised value.

The Company shall conduct spot checks with the Haddon Township Tax Assessor, as in charge of the project, to give him a better understanding of the work and cognizance of special conditions.

It is understood and agreed that the tax assessor shall have the final authority to approve and certify the Revaluation program and the final values, as made by the Company.

ARTICLE IX

EQUIPMENT AND MATERIAL

All field sheets, property record cards, file folders and other materials needed for the project and a supply, for the future use of the Assessor, equivalent to 10% of those required by the project shall be supplied by the Company. See terms of this agreement regarding all hardware and software related items. Other equipment and materials will be provided by appropriate party as specified in this Articles of Agreement.

ARTICLE X

OFFICE SPACE, FACILITIES AND RECORDS

The Company shall, at its own expense, furnish all office space, office furniture, office equipment, machines and other equipment required in connection with this project, unless specified otherwise in this contract. The Municipality shall be responsible for supplying the Company with adequate space for informal hearings.

ARTICLE XI

DEFENSE

No Company referred to in N.J.S.A. 18:12-4.4(a)7 shall represent any property owner or taxpayer filing a tax appeal with respect to a Revaluation completed by the company.

The Company shall furnish without charge, an expert who can qualify as an expert witness before the Camden County Board of Taxation when an appraisal is being challenged, to appear with the Assessor and/or other authorized Municipal Official at such hearing and defend the company's appraised value where an assessment on such property is appealed to the Camden County Board of Taxation for a period of two (3) years from the effective date of the Revaluation. It is understood that the Company will provide expert witness on each and every case where the Appeal was filed within the time frame permitted by law and even though the Appeal may extend beyond the two (3) years from the effective date of the Revaluation.

In cases where a direct appeal is filed or the decision of the Camden County Board of Taxation is further appealed to the New Jersey Tax Court, either by the Appellant or by the Municipality, the Company shall provide a New Jersey Certified Real Estate Appraiser/Expert Witness to assist the Township of Haddon in the defense of said appeal(s).

The Company will be due additional compensation, over and above the revaluation proposal price, for any work relating to State Tax Court Appeals, as follows:

For each State Tax Court Appeal filed, the Company must provide a proposal to complete a separate narrative appraisal, to be prepared in compliance with New Jersey Real Estate Assessment Statutes and Case Law, the Standards of Professional Appraisal Practice (USPAP) and the Code of Ethics of the Appraisal Institute.

Should time be spent on matters other than the preparation of said appraisal, such as, but not limited to, review of other appraisal reports, pre-hearing or pre-trial conferences, expert testimony, meetings, etc., that time will be billed on a per hour basis at the following rate.

CERTIFIED APPRAISER'S RATE:

| | |
|---------------------|----------------|
| Principal Appraiser | \$130 per hour |
| Associate Appraiser | \$70 per hour |
| Clerical | \$15 per hour |

The Company understands that the Township of Haddon may, at their own discretion, not employ the Company to defend any or all State Tax Court Appeals.

ARTICLE XII

SURETY AND INSURANCE

The Company shall furnish a performance surety bond in the amount equal to 100% of the Contract and to be provided by a bonding company authorized to do such business in the State of New Jersey to secure the faithful performance of the Contract, and to indemnify and save harmless the Municipality from all proceedings, suits or actions of any source or description and also to assure the payment of all wages to persons who have performed work or furnished materials in the processing of the work. This Bond shall include the defense requirements of this Contract. The Company shall furnish the Municipality with Insurance Certificates evidencing that the Company carries Workmen's Compensation Insurance and Employer's Liability Insurance for all its employees, Automobile Liability Insurance, Public Liability Insurance (\$500,000.00 each claim; \$1,000,000.00 total; and Property Damage Insurance (\$100,000.00 each claim, \$500,000.00 total). Such insurance shall be continued in force until this Contract has been fully performed as defined in the terms above. All Insurance Certificates shall contain a ten (10) day prior notice of cancellation to the Municipality. The Municipality shall be named as an additional insured on the Company's Public Liability Insurance and Property Damage insurance policies. All insurance policies and/or certificates and the Performance Surety Bond shall be

provided to the Haddon Township Clerk prior to the commencement of any portion of this contract.

ARTICLE XIII

CONFLICT AND INTEREST

No commissioner or employee of a county board of taxation within the County, and no assessor or employee of the Haddon Township taxing district, shall have any interest whatsoever, directly or indirectly, as an officer, stock holder, employee or in any other capacity in the Company. The Company shall not employ as an officer or member of the Company nor in any capacity, a Municipal Officer of Haddon Township or employee of the County of Camden, in connection with this Revaluation project.

No company or employee of a company referred to in N.J.A.C. 18: 12-4.4(a)7 shall represent any property owner or tax payer filing a tax appeal with respect to a revaluation or reassessment completed by said company.

ARTICLE XIV

SUBLETTING AND ASSIGNING THIS CONTRACT

The Company shall not assign or transfer the Contract or any interest therein without first receiving written approval from the Municipality, the Surety Company and the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

ARTICLE XV

CHANGE IN CONTRACT

Changes in this Contract will be permitted only upon written and mutual agreement of the Company, the Municipality, the Surety Company and the Director, Division of Taxation, Department of the Treasury, State of New Jersey. Further, said changes or amendments to the Contract shall first be approved by the Municipal Attorney with the approval of the Assessor and the Mayor.

ARTICLE XVI

PROGRESS PAYMENTS AND FINAL PAYMENTS

The Company shall prepare for submission to the Municipal Governing Body vouchers stating the extent and value of work which was been completed as of the date of the preparation of each voucher. Each voucher shall be delivered to the tax assessor for review, and if approved by the tax assessor, the Municipality shall make payment within 30 days of Ninety (90%) percent of the amount of the voucher.

The following schedule will be used to determine the percentage of work completed:

* Set-Up and Planning 20% value

| | |
|-------------------|-----------|
| Field Work | 40% value |
| Land Calculations | 10% value |
| Data Processing | 15% value |
| Photographs | 5% value |
| Informal Hearings | 10% value |

* Set-up and planning phase includes loading MOD IV masterfile, printing of forms and pamphlets, processing of forms and initial letters, processing and printing of data collection forms, press release, obtaining ID badges, plotting of sales (at least 4 years) onto tax map and input forms, inventory of master file to tax map, mailing of initial letters, obtaining bond, training field crew, and meetings with assessor.

An amount equal to Ten (10%) percent of the total Contract price (retained amount) shall be paid to the Company, together with the last voucher submitted after all services have been completed under the Contract except for the services required under Article XI "DEFENSE". No funds shall be retained by Municipality with respect to the services required under the aforesaid Article XI "DEFENSE". The guarantee in the performance bond being considered as sufficient protection of the Municipality's interests.

In the event the Municipality fails, without good cause, to make payments when due the Company may, after giving seven (7) days prior written notice to the Haddon Township Clerk and Tax Assessor, suspend services under this contract until the amount due has been paid.

The Company shall provide written monthly progress reports to the Haddon Township Tax Assessor for his review. The Company shall make monthly revaluation compliance reports to the Assessor, who will then provide them to the Camden County Board of Taxation.

ARTICLE XVII

FINAL DELIVERY AND SUMMARY

The Company shall provide the Assessor with completed property record cards filed in sequence by block and lot numbers (in individual file folders) for all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving values shall also be provided to the Assessor. When all of the services required have been performed, the Company shall deliver the following to the tax assessor:

- (1) All completed property record cards arranged in Block and Lot sequence (in individual file folders) including digital photograph (if applicable) and plot plan (if applicable).
- (2) Land Value Manual.
- (3) Land Value Maps.
- (4) All Final Sales Reports.
- (5) A report furnished by the data processing organization which is known as a "Revaluation list", which is in block and lot order, and on which the Company shall ascribe the land, building and other values for each individual block and lot.

The final sheet of the list shall also show the total appraised value for land, for improvements, and for both combined, together with a statement signed by an authorized officer of the Company that every taxable property within the Municipality has been appraised at 100% of full and fair market value and that such property is listed on the attached sheets. Any properties contained on the list, which were not on assessment rolls at the time revaluation took place, shall be identified on a written list. Properties under construction and not completed enough to be assessed by October 1, 2024 shall be identified on a written list.

ARTICLE XVIII

INVENTORY OF TAX MAP VS. TAX BOOK

The Company will provide, at no additional cost, an inventory of the tax map (approved by the State of New Jersey for the Revaluation) against the 2024 Tax

Book to isolate Block, Lot and Additional Lot discrepancies. This inventory will be completed at the beginning of the Revaluation project to allow the tax assessor an opportunity to correct any identification or tax map related problems before fieldwork begins. The inventory does not include the cost of labor to correct tax map or Mod IV related problems.

ARTICLE XIX

CONDITIONS TO BE MET BY THE MUNICIPALITY

The Municipality will facilitate the Company's performance of the revaluation by providing the following:

- A. One (1) large set of prints and one (1) reduced set of prints of the Municipalities up-to-date tax map, approved for the Revaluation project.
- B. Use of abstracts of deeds within the assessor's office.
- C. Use of SR1-A forms within the assessor's office, and/or electronic sales file(s).
- D. The MOD IV file (master file) at the start of the project and before the informal hearings in order to properly mail and identify all property located within the Municipality.
- E. The use of official records and such other assistance required as an aid to facilitate the Company's performance of the specifications noted within this contract, including property record cards and the electronic data file containing the current assessment descriptions and other data (if available) and if approved by the Haddon Township Tax Assessor.
- F. Income/expense data to the Company.
- G. Identification cards or badges and letters identifying all field representatives.

ARTICLE XX

CONDITIONS TO BE MET BY THE COMPANY

The Company will include the following, at no additional cost to the Municipality:

- A. The Company agrees to value all property within the Municipality at 100% of its market value as of October 1, 2024 (valuation date), effective for the year 2025. The Company agrees that the page 8 formula assessment ratio for the year 2025 (as determined by the State of New Jersey) will be not less than 100%. Should the page 8 formula assessment ratio (as determined by the State of New Jersey) for the year 2025 be below 100%, the Company agrees to adjust the property assessments so as to adjust the ratio to no less than 100%, or prove to the Municipality the assessment ratio is equivalent to 100% of the market value and/or true value standard for those properties that sold within the sampling period for the 2024 tax year.

- B. All other items and services as specified in this contract or as required by the Division of Taxation, State of New Jersey, whichever is more stringent.

- C. The Company agrees to provide all software, accessories, equipment, and warranties outlined in this agreement.

- D. The Company agrees to prepare and mail all income/expense reports to Class 4 property owners.

ARTICLE XXI

**AGREEMENT CONTINGENT UPON APPROVAL
THE DIRECTOR OF THE DIVISION OF TAXATION**

This contract is subject to approval by the Director of the Division of Taxation, State of New Jersey.

IN WITNESS WHEREOF, the parties have hereunto caused their hands and seals to be set the date herein above set forth.

Company

ATTEST:

BY: _____

(Notary Signature) (Date)

TOWNSHIP OF Haddon

ATTEST:

BY: _____

(Notary Signature) (Date)

The foregoing Contract is hereby conditionally approved this _____ day of _____, 20_____, in accordance with P.L. 1971, c. 424.

Acting Director
Division of Taxation
State of New Jersey