

**ADDENDUM TO THE AGREEMENT FOR REVALUATION OF ALL COMMERCIAL,
RESIDENTIAL AND REAL PROPERTY SITUATED WITHIN THE TOWNSHIP OF
WEST ORANGE**

THIS ADDENDUM dated August 22nd, 2023 supplements and amend the **AGREEMENT**, dated as of the 18th day of **April, 2023** (the “Agreement”) between the Township of West Orange, a Municipal Corporation, in the County of Essex, and the State of New Jersey (hereinafter referred to as the “Township”), having its principal offices at 66 Main Street, West Orange, New Jersey; and **PROFESSIONAL PROPERTY APPRAISERS, INC.** (hereinafter referred to as the “Contractor”), having its principal offices at 101 Route 130 S, Suite 301, Cinnaminson, New Jersey 08077 following the Township’s adoption of Resolution No. 167-23 which authorized the execution of the Agreement.

WHEREAS, the Division of Taxation for the State of New Jersey has reviewed the Agreement and requires the addition of certain terms and conditions to the Agreement; and

WHEREAS the Township and Contractor have reviewed and agreed to incorporate the additional terms and conditions to the Agreement.

WITNESSETH

1. All other provisions of the Agreement shall remain in full force and effect except to the extent that they may conflict with the new terms and conditions set forth herein.

2. The Contractor agrees that that it shall comply with the following additional terms and conditions as required by the Division of Taxation for the State of New Jersey which provides that:

Regarding general contract provisions:

- No changes will be permitted to this Contract except upon written mutual consent of the Contractor, the Township, Surety Company, County Board of Taxation, and the Director of the Division of Taxation.
- Personnel determining final land values must meet the same qualifications prescribed for Supervisors.

Regarding revaluation standards:

- All supporting data relevant to the *capitalization procedure* shall be submitted with the property record cards.
- The Contractor shall include real property identification material on properly labeled individual property record cards *similar in form and content to those illustrated in the Real Property*

Appraisal Manual. Distinct property record cards for each of the four classifications of real property shall be provided.

Regarding Taxpayer Review Procedures:

- Taxpayer review of values placed against their properties by the revaluation firm must be completed by December 15.
- The Contractor shall provide the assessor with completed property record cards filed in sequence by block and lot numbers on all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving values shall also be provided to the assessor.
- The Contractor shall make available qualified personnel for the purpose of giving full explanation and instructions to the assessor and his staff with regard to all materials submitted in all phases of the final revaluation.
- In the event a magnetic tape containing the new values is provided by the Contractor, said tape shall be in a format consistent with the New Jersey Property Tax System MOD IV.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, or caused these presents to be signed by their proper corporate officers, and caused these corporate seals to be affixed hereto.

ATTEST:

PROFESSIONAL PROPERTY APPRAISERS,
INC

Name:

Name:

ATTEST:

TOWNSHIP OF WEST ORANGE

KAREN CARNEVALE, R.M.C
TOWNSHIP CLERK

BY: _____
MAYOR SUSAN McCARTNEY