

SUPPLEMENTAL ADDENDA

1. The firm shall carry on and assist the Governing Body in conducting a suitable program with public education through the local press and not less than two (2) meetings with citizens and property owner groups before and during the progress of the revaluation program. All public statements by the firm and its personnel relating to the revaluation program shall be subject to review and prior approval by the Assessor; Administrator and if one is established; a Revaluation Committee.
2. Field personnel and /or field inspectors shall have a minimum of 6 months actual revaluation field inspection or appraisal experience pertaining to their particular phase of work and shall be generally aware of other phases of the revaluation project prior to starting field work. A resume shall be summarized and submitted with the Company's proposal for review by Borough Officials.
3. All principals and employees shall conduct their work in a courteous and efficient manner. The firm agrees to remove from the project any staff member at the request of the Municipality. The determination of suitability is at the sole discretion of the Municipality. The company, its personnel/employees shall meet the requirements and qualifications as prescribed under N.J.A.C. 18:12-4.6. Wherever this contract calls for a greater/increased standard the higher standard shall prevail over the applicable New Jersey Administrative Code.
4. The revaluation shall be performed by the persons set forth in the firm's proposal. Any change in personnel or change in the duties of the personnel so listed pertains to this project shall be submitted in writing to the Assessor, and the County Board of Taxation for approval. The firm shall supply all field representatives with photographic identification cards in forms suitable to the field work to the Police Dept. for background checks. All vehicle ID will be required to be on file with Borough administration and relevant Police Dept. along with Make and Model of car.
All field personnel will be qualified persons with education in the inspection process, they shall have a minimum of two years field experience.
5. The firm agrees that its representatives shall make up to (3) calls to each property. The firm shall obtain the signature of an adult individual present during the inspection of the property. If successful entry has not been made after the first attempt, a card shall be left at the property indicating a date when a second attempt to gain entry shall be made. This card shall also include a telephone number and address where the firm can be contacted by the property owner to make alternative arrangements, if necessary. If entry is not possible upon a second visit, written notice shall be left requesting a mutually convenient appointment for a third visit to gain entry. If access is

still not obtained, a certified return receipt letter will be sent out by the firm from the Tax Assessor advising the property owner that, unless they call and schedule an inspection, their revaluation assessment shall be based upon an estimate of value prepared by the firm. The firm shall be available to schedule inspections during reasonable hours, including weekday evenings up to 7PM and all day on Saturdays. No inspection shall be made on Sunday.

6. The firm shall notify the Tax Assessor, in writing, of each failure to gain entry to inspect a particular property.
7. The firm will use at least two (2) approaches to value for all residential properties and at least three (3) approaches to value for all other properties. Applicability of approach shall be determined after discussion with Tax Assessor. The firm will appraise all categories of property within the Borough of Harrington Park.
8. The firm will make monthly reports to the Assessor as to the specific progress on the work and hold meetings as needed with authorized representatives of the municipality. Upon request a hard copy of field work shall be forwarded to the Tax Assessor's Office after encoding and a preliminary calculation so that it can be progressively reviewed by the Assessor. Upon completion of a review by the Tax Assessor, should discrepancies appear in the Company's listings, the Company shall make the necessary corrections at its own expense
9. An estimated work schedule, approved by the Tax Assessor, shall be strictly adhered to and any deviation from same must be approved by the Assessor. Upon completion of the project, the firm shall notify each property owner by regular mail of the total appraised value of its property and advise said person with a telephone number to call to schedule an informal review. These informal hearings will be held at the Municipal Building or other suitable location. The format for this letter and the schedule of the reviews shall be subject to the prior approval of the Assessor. Said meetings shall be run and staffed by principals and/or supervisors and project managers or other qualified persons. Any corrections made as a result of the informal hearing to the appraisal of the property shall be made after consultation with the Assessor and a written record of each review, regardless of outcome, shall be provided to the Assessor in a format to be previously approved by the Assessor, bearing the signature of the taxpayer. During said interviews, the property owner shall be notified of the results of their review in writing not later than four (4) weeks following any such meeting.
10. As part of this undertaking, the firm shall prepare a Neighborhood Land value map for the Borough depicting values as to square foot or acreage of all land and apply each unit of value to the relevant block and lot. Upon completion,

the firm shall deliver one complete copy of this map to the Borough upon completion of the project. In addition, the firm shall furnish the Assessor with the detailed data utilized to arrive at the units of land value, which served as the basis for preparation of the aforementioned map.

11. The firm shall base its appraisal on the latest edition of the Real Property Appraisal Manual for New Jersey Assessors and, where appropriate, Marshall and Swift Evaluation. deviation from the prescribed manuals may only be made following written approval of the Tax Assessor and the Bergen County Board of Taxation and the State Division of Taxation.
12. All values will be transferred to the Tax Assessor's computer system at the same time or upon completion of the entire project.
13. The firm must provide pre-labeled legal size file folders notating each property's tax block, lot, qualifier, street location and property class. Color scheme of files are to be determined by the Tax Assessor. The appropriate amount of hanging folders must also be provided to the municipality to hold all property files. The firm will deliver the customized legal folders with a printed copy of the property record card or applicable cost, income approaches, etc..
14. All property record cards, photos and related information are to be filed by the Company in the Tax Assessor's office. This task must also include the merger of the current assessment files with the new files from the revaluation.