

APPLICATION FOR ADMISSION TO A TAX ASSESSOR CERTIFICATION EXAM

(N.J.S.A. 54:1-35.25)
STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
Property Administration, PO Box 240, Trenton, NJ 08695-0240

**A check or money order for \$10 payable to the Treasurer, State of New Jersey must accompany this application.
THE APPLICATION FEE IS NOT REFUNDABLE.**

This application must be filed with the Division of Taxation not less than thirty (30) days prior to the announced date of the exam.

Mr. Ms.

First Name Middle Name Last Name Social Security Number

Home Address: _____
Street City State Zip Code

County: _____ Municipality: _____

Telephone Number: Home: _____ Business: _____ Cell: _____

E-Mail Address: _____

NOTICE: ALL NOTIFICATIONS WILL BE SENT VIA EMAIL

1. Date and place of birth: _____ / _____ / _____ _____
Month Day Year City State Country

2. Are you a citizen of the United States of America? Yes No

A. If yes: Born Naturalized

B. If a naturalized citizen, state when and where naturalized and enclose copy of your Naturalization Certificate:

3. Have you ever been convicted of any crime? Yes No

If yes, provide details of each conviction; give the date, nature of crime, court in which conviction was entered and sentence imposed:

4. Give names, addresses and telephone numbers of two persons unrelated to you who will furnish references as to your moral character:

A. _____

B. _____

5. High School Education

A. Name and location of last high school attended: _____

B. Did you graduate? Yes No Year graduated (diploma issued): _____

C. If the answer to Question 5B is No, do you possess a State High School Diploma (GED) approved by the State Commission of Education? Yes No

D. A copy of your High School Diploma or Equivalency Diploma (GED) **must** be enclosed if you have no college credits or degree.

FOR OFFICIAL USE ONLY

Approved Disapproved

By: _____ Date: _____

6. College Education

Proof of college education must accompany this application. All applicants must complete this section whether or not the applicant has full-time experience in real estate appraisal work or experience in property tax assessment work. Enclose copy of diploma or transcript of academic record.

A. Name and location of college or university and dates of attendance:

<u>College or University</u>	<u>Location</u>	<u>From (month, year)</u>	<u>To (month, year)</u>

B. Did you graduate? Yes No Degree(s) attained: _____

7. Listing of Experience

All applicants should complete this section whether or not experience is needed as a substitute for college education.

Describe below full-time experience in real estate appraisal work or experience in property tax assessment work, starting with most recent position, state name of employer, dates of employment, and exact nature of duties performed.

NOTE: Credit for experience may be allowed on a year-for-year basis in lieu of attendance at a college or university. If you need additional space, attach rider.

<u>Taxing District or Firm</u>	<u>Address of Taxing District or Firm</u>	<u>From (month, year)</u>	<u>To (month, year)</u>

Title of position: _____

Duties: _____

<u>Taxing District or Firm</u>	<u>Address of Taxing District or Firm</u>	<u>From (month, year)</u>	<u>To (month, year)</u>

Title of position: _____

Duties: _____

<u>Taxing District or Firm</u>	<u>Address of Taxing District or Firm</u>	<u>From (month, year)</u>	<u>To (month, year)</u>

Title of position: _____

Duties: _____

8. I have satisfactorily completed and received a certificate for the training courses designated below:

	<u>Location</u>	<u>Instructor</u>	<u>Year</u>
Property Tax Administration, Part 1	_____	_____	_____
Property Tax Administration, Part 2	_____	_____	_____
Fundamentals of Real Property Appraisal	_____	_____	_____
Income Approach to Valuation	_____	_____	_____
Rutgers Review Course	_____	_____	_____
Other (Organization/Course Name)	_____	_____	_____

9. Have you previously applied to take the Tax Assessor Certificate examination Yes No
(whether or not you took the examination) ?

NOTICE OF CONTINUING EDUCATION REQUIREMENTS FOR ASSESSORS

N.J.S.A. 54:1-35.25b provides that all tax assessor certificates upon issuance will expire in *five years*. To maintain certification, assessors must complete continuing education requirements of fifty (50) continuing education credit hours over the initial five-year period. Beyond the initial five-year period, the law requires renewal every *three years*, provided that assessors have obtained continuing education of thirty (30) credit hours over three years. One continuing education credit hour means fifty (50) minutes of classroom or lecture time.

AFFIDAVIT BY APPLICANT

STATE OF _____)

) SS.

COUNTY _____)

_____, of full age, being duly sworn according to law, upon his
(Name of Applicant)

oath deposes and says that the answers, statements, and declarations made in the foregoing application are true in all respects.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Signature of Officer Administering Oath)

(Signature of Applicant)

(Title of Such Officer)

**INSTRUCTIONS
FOR COMPLETING AND FILING FORM AC-1
APPLICATION FOR ADMISSION
TO AN EXAMINATION FOR A TAX ASSESSOR CERTIFICATE (N.J.S.A. 54:1-35.25)**

WHO MAY FILE AN APPLICATION

1. Any person, whether or not engaged in property tax assessment work, who satisfies the requirements listed below may file an application.
 - a. Applicant must be a citizen of the United States;
 - b. Applicant must be at least 21 years of age and of good moral character;
 - c. Applicant must have obtained a certificate or diploma issued after at least four years of study in an approved secondary school, or have received an academic education considered and accepted by the Commissioner of Education as fully equivalent;
 - d. Applicant must have graduated from a four-year course at a college of recognized standing, but for this requirement applicant may substitute full-time experience in real estate appraisal work or experience in property tax assessment work on a year-for-year basis.

HOW TO FILE

2. You must complete one copy of the application that has been signed and notarized. You must answer all questions completely. Attach a check or money order in the sum of \$10 payable to the Treasurer, State of New Jersey. Do not send cash. Attach necessary proofs. The AC-1 shall not be deemed to be filed unless you properly completed the application and attach the required fee and proofs. Mail the completed application to:

DIVISION OF TAXATION
PROPERTY ADMINISTRATION
ATTENTION: ASSESSOR CERTIFICATION
PO BOX 240
TRENTON, NJ 08695-0240

If an applicant fails to satisfy the requirements for admission to an examination for a Tax Assessor Certificate, s/he will be notified in writing. **The \$10 application fee is not refundable.**

3. Upon review of the application the Director of the Division of Taxation may require filing of additional statements and proofs.

WHEN TO FILE

4. An application may be filed at any time; however, to be eligible for an examination, an application must be received at least thirty (30) days prior to the announced date of the examination. (Examinations are scheduled semi-annually, in March and September of each year.)

For further information, please call (609) 292-8823.

PROPER COMPLETION OF FORM AC-1

Sections 1-4

Applicant will supply information relating to citizenship, age, and good moral character.

Section 5

Applicant will supply information relating to high school education. Persons desiring information relating to high school equivalency diplomas (GED) may secure such information by writing to:

DEPARTMENT OF EDUCATION
ATTENTION: GED
PO BOX 500
TRENTON, NJ 08625-0500

Section 6

Applicant will supply information relating to college or university education. If applicant has graduated from a four-year course, s/he must submit proof of graduation with the application. Proof may consist of a diploma, a reproduction thereof, a verified true copy thereof, or a transcript of applicant's academic record. If the number of years of college education reported in **Section 6** is less than four years, the applicant **MUST** submit a transcript of his or her academic record with the application. Experience included in this application will then be considered for qualification purposes on a year-for-year basis.

Section 7

Applicant will supply information relating to full-time experience in appraisal work or experience in property tax assessment work. All applicants should complete this section whether or not experience is needed as a replacement for college education. Credit for such experience may be allowed on a year-for-year basis in lieu of attendance at a recognized college or university. Supply sufficient detail to permit an accurate determination of equivalence. Information supplied is subject to verification and must be complete and accurate. An applicant must supply information as to name of employer, the dates of such employment, and the exact nature of the duties performed. An applicant with experience in property tax assessment work must supply the required information in this section, including a description of duties performed. For the purposes of this application, "experience in property tax assessment work" shall be deemed to include any of the following:

- a. Experience in a technical and administrative capacity in an assessor's office;
- b. Employment in a technical and administrative capacity with a state or county agency engaged in administration of the local property tax;
- c. Employment with an appraisal firm in a capacity requiring substantial association with and assistance to assessors and their staff with respect to the discharge of their official duties.

Section 8

Applicant will supply information relating to satisfactory completion of training courses for assessors. The applicant will indicate that s/he has completed a course by entering the location at which the course was given, the name of the instructor and the year in which s/he completed the course.

Section 9

Please answer the question of any prior filing(s) of an application for the Tax Assessor Certificate exam.

Affidavit

The affidavit must be **signed and notarized**.

When an applicant satisfies all requirements for issuance of a Tax Assessor Certificate, s/he will receive notice thereof and request to submit the \$25 certification fee. Actual receipt of the certification fee is a prerequisite to issuance of a certificate.

**QUALIFICATION, EXAMINATION, AND
CERTIFICATION OF NEW JERSEY ASSESSORS**



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
PROPERTY ADMINISTRATION**

INTRODUCTION

Tax officials at every level of New Jersey government recognize that proper assessment of property for taxation requires special training, knowledge, and skills. Property tax revenue has increased dramatically in recent years. From less than \$400 million per year in 1950, the property tax was responsible for raising \$28.4 billion in Fiscal Year 2016. Clearly, the tax base upon which this amount of money is generated must be equitable. Seeking competent, professional assessors, the Legislature enacted the Assessor Certification and Tenure Act in 1967 to provide for the qualification, examination and certification of municipal assessors.

N.J.S.A. 54:1-35.25 states, "Commencing in 1968, the Director of the Division of Taxation shall, annually, in March and September of each year, hold examinations of applicants for certification as tax assessor. An applicant for examination shall, not less than 30 days before an examination, present to the director written application on forms provided by the division together with satisfactory proof that the applicant is not less than 21 years of age, is a citizen of the United States, is of good health ... is of good moral character, has obtained a certificate or diploma issued after at least 4 years of study in an approved secondary school or has received an academic education considered and accepted by the Commissioner of Education as fully equivalent, and has graduated from a 4-year course at a college of recognized standing. An applicant who does not meet the college education requirement may substitute full-time experience in real estate appraisal work or experience in property tax assessment work on a year-for-year basis. Such application shall not be considered by the director unless accompanied by payment of a fee in the sum of \$10 to the order of the State Treasurer. Examinations shall be written, or both written and oral, shall be of such character as fairly to test and determine the qualifications, fitness and ability of the person tested actually to perform the duties of assessor, and shall be weighted in a manner to be prescribed by the director."

N.J.S.A. 54:1-35.25b requires that licensed assessors must renew their certificates by participating in continuing education activities in five-year cycles initially and then, following this initial cycle, three-year cycles to maintain their certificates.

This brochure provides applicants with current information about New Jersey's assessor certification program. Applicants are encouraged to read its contents carefully. It should answer many of the questions that are usually asked regarding the certification process.

OBJECTIVES

Realizing that the local property tax is the major source of revenue in State-local finance in New Jersey, that it will remain vital into the foreseeable future, and perceiving that the single most important factor in ensuring accurate, equitable administration and levying of the property tax is that the original assessment be made by a qualified individual, the Legislature by enactment of Chapter 44, P.L. 1967 sought to develop a high level of competence in assessment administration.

Only persons who hold a valid Tax Assessor Certificate can be appointed to the position of municipal assessor in New Jersey.

Tenure in office as municipal assessor accrues only to holders of Tax Assessor Certificate who meet certain other requirements as specified by law.

ADMINISTRATION

The Director of the Division of Taxation administers the certification process for municipal assessors in New Jersey. The Director receives and reviews all applications for admittance to the Tax Assessor Certificate exam in accordance with the provisions of the law, and admits all qualified persons to the certification exam.

The Director conducts C.T.A. exams in March and September of each year. Persons who pass this exam are eligible to receive a Tax Assessor Certificate upon payment of the \$25 certification fee. Actual receipt of the certification fee is a prerequisite to issuance of the certificate.

The holder of a valid Tax Assessor Certificate, in effect, possesses a license for appointment to an assessor position in any New Jersey municipality. The certificate does *not* guarantee the holder an assessor position.

The Director of the Division of Taxation may prescribe such requirements and forms that are deemed necessary to carry out the administration of this certification exam.

REQUIREMENTS

Any person, whether or not engaged in property tax assessment work, who satisfies the requirements listed below may file a C.T.A. exam application:

1. File written application (Form AC-1) at least thirty (30) calendar days prior to the announced date of the exam.
2. Be at least 21 years of age and of good moral character.
3. Be a citizen of the United States.
4. Have obtained a certificate or diploma issued after at least four years of study in an approved secondary school, or have received an academic education considered and accepted by the Commissioner of Education as fully equivalent.
5. Have graduated from a four-year course at a college of recognized standing. However, for this requirement, an applicant who does not meet the college education requirement may substitute full-time experience in real estate appraisal work or experience in property tax assessment work on a year-for-year basis.

APPLICATION

To obtain a C.T.A. exam application (Form AC-1), download the application from at http://www.state.nj.us/treasury/taxation/pdf/lpt/ac_1.pdf or write to:

State of New Jersey
PO Box 240
Trenton, NJ 08695-0240
Attention: Assessor Certification
Telephone: (609) 292-8823

Return the signed, notarized, completed application to Property Administration at least thirty (30) calendar days prior to the announced date of the exam. A \$10 check or money order payable to the Treasurer, State of New Jersey, must accompany the completed application with all necessary proofs attached. The application fee is **not refundable**. *All data on the application must be answered in full and the \$10 application fee paid each time an applicant files a new application.* The AC-1 form contains detailed instructions to assist applicants with the filing process.

EXAMINATION

The examination is designed to determine the applicant's knowledge of assessment law, practices and procedures, and appraisal principles and techniques.

The exam is in two parts and covers the fields of property tax administration and real property appraisal. Part I (the morning session) covers the administrative aspects of property tax assessment. Topics for Part I include: Added and Omitted Assessments, Appeals, Assessor's Work Calendar, Change of Ownership, Decisional Law, Exempt List, Exemption, Extended Assessment List, Farmland Assessment, Intra/Inter-District Equalization, Open Public Records, Personal Property, Public Relations, Revaluation and Tax Maps, Sales Ratio, Senior Citizen/Disabled Person Property Tax Deduction, Statutory Law, and Veteran Property Tax Deduction. Part II (the afternoon session) covers real property appraisal. Topics for Part II include: Appraisal Process, Appraisal Theory, Construction Terms, Cost Approach to Value, Depreciation, Income Approach to Value, Land Valuation, Leases, Real Property Appraisal Manual for New Jersey Assessors, Sales Approach to Value, and Tax Maps. The exam is composed almost entirely of multiple choice questions. Applicants must complete each part of the exam within an allotted time of three hours. Total exam time is six hours. The exam is scheduled on a Saturday at the Richard J. Hughes Justice Complex, 25 Market Street, Trenton, NJ, or any other location to be announced by the Director of the Division of Taxation.

Enrollment in Center for Government Services in-service assessment administration/real property appraisal training courses is excellent preparation for the C. T. A. exam but is *not* required. Training courses include:

- Property Tax Administration – Part 1 (18 hours);
- Property Tax Administration – Part 2 (24 hours);
- I.A.A.O. Course 1 – Fundamentals of Real Property Appraisal (33 hours);
- I.A.A.O. Course 2 – Income Approach to Valuation (33 hours)

The following course is also available: Appraisal and Assessment Administration Course Review, also known as the Rutgers Review Course (12 hours, 2 sessions).

To obtain information concerning these training courses, contact:

Center for Government Services
Division of Continuing Studies
Rutgers University
303 George Street
New Brunswick, NJ 08901-2020
Attention: Assessment Administration

Telephone: (732) 932-3640 extension 646 or 622

Fax Number: (732) 932-3586

Internet Website: <http://cgs.rutgers.edu/programs/assessment>

Candidates should bring a supply of pencils and a calculator to the examination center. Calculators permitted should be able to perform only basic, arithmetical functions such as addition, subtraction, multiplication, division, percent, square root, and basic memory (HP-12C's are allowed). Personal digital assistants (PDA's), iPods, or BlackBerries are not permitted. This policy prevents applicants from entering the examination center with calculators with word capabilities. Two to three weeks before the exam date, candidates will receive an approval letter that contains the Division's guidelines regarding calculator use during the exam. The proctors supply all other necessary materials. Candidates may not bring textbooks, booklets, papers, laptop computers, headsets, cell phones, pagers, or other supplies into the exam center.

SAMPLE EXAM QUESTIONS

When choosing answers to multiple choice questions on the exam, applicants must select only one answer; choosing two or more answers to one question means that both answers will be scored as incorrect. Several alternative answers may appear correct or partly correct, but candidates must choose the one answer that, in the context of the question, is most nearly correct. In some cases, the correct answer is not the best of all conceivable answers to the question, but if that answer is the best of the five alternatives offered, it is the correct answer.

Example 1.

A new claimant for the \$250 property tax deduction accorded to senior citizens, disabled persons, and surviving spouses must file an application either on or before

- A. October 1 of pretax year with the assessor, or on or before December 31 of the tax year with the collector.
- B. December 31 of the pretax year with the assessor, or during the tax year with the collector.
- C. December 31 of the pretax year with the collector, or during the tax year with the assessor.
- D. October 1 of the pretax year with the assessor, or on or before June 1 of the tax year with the collector.
- E. None of the above.

The correct answer to Example 1 is "B."

Example 2.

The following breakdown of aggregate assessed valuation appears on an SR-3A that a municipal assessor filed with his respective county board of taxation:

1- VACANT LAND	\$ 1,732,500
2- RESIDENTIAL (4 Families or Less)	34,567,950
3a-FARM (Regular)	2,032,450
3b-FARM (Qualified)	302,500
<u>4a - (COMMERCIAL); 4b - (INDUSTRIAL); 4c - (APARTMENT)</u>	<u>12,848,900</u>
Total	\$ 51,484,300

Usable sales in the municipality produce a weighted ratio of 89.67% for the residential classification. Compute the true value of the residential classification.

- A. \$ 46,165,971
- B. \$ 30,997,080
- C. \$ 38,550,184
- D. \$ 34,567,950
- E. \$ 57,415,301

The correct answer to Example 2 is "C."

TOTAL ASSESSED VALUATION OF RESIDENTIAL CLASS	÷	DIRECTOR'S RATIO	=	TRUE VALUE
\$ 34,567,950	÷	89.67% (.8967)	=	\$ 38,550,184

Example 3.

In construction terminology, a *curtain wall* is defined as

- A. a wall that supports its own weight plus the weight of the walls and roof above it.
- B. a movable partition of asbestos material forming a curtain for an elevated stage-like area.
- C. the front and rear walls of a rectangular building.
- D. the side walls of a rectangular building.
- E. a wall that does not support any of the building weight other than its own weight.

The correct answer to Example 3 is "E."

Example 4.

A commercial property recently sold for \$708,000. A nearby commercial property similar to the first sold for \$890,400. The total annual income for the first property was \$118,000, while the second generated \$148,400 of total annual income. The gross income multiplier indicated is

- A. 5.
- B. 7.
- C. 10.
- D. 6.
- E. 72.

The correct answer to Example 4 is "D."

SALES PRICE ÷ GROSS INCOME = GROSS INCOME MULTIPLIER

\$ 708,000	÷	\$ 118,000	=	6
\$ 890,400	÷	\$ 148,400	=	6

Example 5.

In appraising a particular income-producing property, you have found the following information:

Net income before recapture	=	\$ 211,000
Discount rate applicable	=	7%
Land value by comparison	=	\$ 300,000
Remaining economic life of building	=	40 years

From the data shown above, your indication of value of the real estate by the income approach would be

- A. \$ 2,300,000.
- B. \$ 2,221,000.
- C. \$ 3,014,000.
- D. \$ 2,000,000.
- E. \$ 2,070,000.

The correct answer to Example 5 is "A."

BUILDING RESIDUAL TECHNIQUE

Net income before recapture	\$ 211,000
Net income attributable to land = \$300,000 X 7% (.07)	- 21,000
<hr/>	
Net income attributable to building	\$ 190,000

$$\frac{1}{\text{R.E.L. (remaining economic life of building)}} = \frac{1}{40} = .025$$

Discount rate attributable	= 7%	+ .070
<hr/>		
Capitalization rate		.095

$\frac{1}{RV} = \frac{\$190,000}{.095}$	= Building value	\$2,000,000
	Land value by comparison =	+\$ 300,000
<hr/>		
	Total value of real estate	\$2,300,000

SUGGESTED STUDY MATERIALS

1. **HANDBOOK FOR NEW JERSEY ASSESSORS**
<http://www.state.nj.us/treasury/taxation/pdf/assessorshandbook.pdf>
2. **REAL PROPERTY APPRAISAL MANUAL FOR NEW JERSEY ASSESSORS, THIRD EDITION**
Volume 1 <http://www.state.nj.us/treasury/taxation/pdf/lpt/realpropertyappraisalvol1.pdf>
Volume 2 <http://www.state.nj.us/treasury/taxation/pdf/lpt/realpropertyappraisalvol2.pdf>
3. **PROPERTY ADMINISTRATION WORK CALENDAR**
<http://www.state.nj.us/treasury/taxation/pdf/pubs/workcalendar.pdf>
4. **PROPERTY ASSESSMENT VALUATION**
Published by International Association of Assessing Officers. www.iaao.org
314 West 10th Street
Kansas City, MO 64105-1616
(800) 616-4226 (toll free); (816) 701-8100; (816) 701-8149 (fax)
5. **THE APPRAISAL OF REAL ESTATE**
Published by National Association of Independent Fee Appraisers, Inc. www.naifa.com
e-mail address: info@naifa.com 330 North Wabash Avenue
Suite 2200
Chicago, IL 60611
(312) 321-6830; (312) 673-6652 (fax)