TOWNSHIP OF MILLSTONE
PROPERTY DATA COLLECTION & VERIFICATON
THREE-YEAR INSPECTION PROGRAM
2025 - 2026 - 2027

Performed by: Realty Data Systems, LLC

OVERVIEW

1. Project background and description

Millstone Township under the supervision of Monmouth County Board of Taxation and the Division of Taxation Property Administration began an inspections program in 2024 to assist in updating the property record cards (PRC) of all real property located in Millstone Township to confirm the actual description of the lot sizes and structures that are located on each parcel designated by block and lot. The inspections help the tax assessor's office to more accurately assess what a property owner's fair market value is in the current sales market.

2012 revaluation year for 2013 fair market value is the last inspection program implemented in Millstone Township. With fluctuations of real property sales since that time, Millstone Township was looking at a Revaluation Program Order that would need to have been implemented in one year. It was negotiated to the three-year program at a minimal cost in comparison to a one-year full revaluation program.

2. Project scope

The scope of the project includes but not limited to the confirmation of the property sketch on file of exterior, notations of significant building components, and land & building characteristics under the review of the tax assessor's office.

3. High-level requirements

Realty Data Systems, LLC (RDS)

- ***At least two (2) weeks prior to the scheduled inspection****, RDS shall notify the property owner,* ***if*** *their property is part of the final inspection list, of the nature and the purpose of the data collection program. The* ***return address of the notification is*** *Millstone Township Tax Assessor's Office 470 Stagecoach Rd, Millstone Township, NJ 08510.*
- *Inspection visits shall be made after 9:00 a.m. but before 7:00 p.m. on any day,* ***Monday through Saturday.*** *A* ***Remote Virtual inspection*** *is offered and may be completed with the property owner any day of the week.*
- *Pictures will be taken by RDS of the front and back of the property.* ***NO*** *internal pictures are required.*
- *RDS will attempt to* ***contact the property owner a minimum of three (3) times*** *to complete an internal inspection. RDS employees will be wearing business casual attire and* ***MUST*** *have an I****D tag*** *in view of the property owner and present themselves in a professional manner.*
- *RDS employees Driver's Licenses, make of vehicle used including plate numbers will be registered with the Township of Millstone. Please contact the Tax Assessor's Office at 732-466-2022 with any concerns.*
- ***PLEASE*** *make every effort to complete the inspection of your property to avoid errors on your property record card (PRC) that may impact the real property valuation assessment for appeal purposes.*

4. Deliverables

The three-year inspection program will deliver 100% inspections of all real property located in Millstone Township under the supervision of Monmouth County Board of Taxation and the Division of Taxation Property Administration. The data is used to develop the tax assessor's certified real property tax list.

5. Affected parties

The program will affect the remaining 1,708 of the 4,344 real properties located in Millstone Township that were not inspected in 2025 or 2026.

6. Implementation plan

The implementation plan involves three phases. Each phase is carefully monitored to ensure timely completion and adherence to project goals. The first two phases are complete, and the third phase of the inspections will run until complete in 2027. RDS will provide monthly status reports to the Tax Assessor's Office to indicate the progress for completion.

ANY QUESTIONS? Please contact the Tax Assessor's Office at **732-466-2022**.

APPROVAL AND AUTHORITY TO PROCEED

AUTHORITY	ADDRESS	
DEPARTMENT OF THE TREASURY DIVISION OF TAXATION PROPERTY ADMINISTRATION	PROPERTY ADMINISTRATION 3 John Fitch Way 1st Floor Lobby Trenton, NJ 08695	Contact: 732-466-2022
MONMOUTH COUNTY BOARD OF TAXATION	1 Main Street Freehold, NJ 07728	Contact: 732-466-2022
MILLSTONE TOWNSHIP TAX ASSESSOR'S OFFICE	420 Stagecoach Rd Millstone, NJ 08510	732-466-2022

Links:

Tax Board Tax Board Home

NJ Division of Taxation - Property Administration

Millstone Tax Assessor's Office