

MyNJAppeal.com **Assessors User Guide**

Creating an Account

In order to file an online appeal, you must first create an online account. Simply go to our main page at mynjappeal.com and **select create account**. You will be asked to create a username, enter an email address, enter your phone number (just enter your 10 digits, using no dashes or dots), and then choose a password. Your password must:

- Be at least 8 characters long,
- have at least one uppercase character,
- have at least one lowercase character,
- have at least one number,
- have at least one special character.
- Ex. MyPassword12!

We highly suggest you write your username so that you don't forget or lose it.

Once you have filled out all 4 of these areas, click the **Create Account** button. Once you click the button, you will be notified that a confirmation code has been emailed to the email address you just provided. Go to your email account. We suggest you go to your email using a second browser tab so you can retrieve your confirmation number while still leaving the MYNJAPPEAL page up in the current tab. Simply enter the 6-digit confirmation code from the email into the box and click Confirm.

At this point you are now ready to Log in

Logging In

To Log in, simply enter your Username and Password and **click Log In**.

If you have your username but have forgotten your password, you can reset your password in this area. Simply select reset password and follow the prompts.)

Entering the Site

Once you enter the site you will see 3 areas on the left in which you can enter

- 1) File an Appeal (Cross appeal)
- 2) Appeal Management
- 3) Analytics

Below we will go over these three areas.

1) File an Appeal Area

Upon entering the site, you will be automatically taken to the “File an Appeal” area. You will be asked to select your County and Municipality. Simply go to each box and using the drop-down menus, **select your County and Municipality.**

Once selected you will now be asked to select your property location. There two ways you can search for it

- 1) Block Lot Qualifier, or
- 2) Property Location

1) If you know your Block, Lot, and Qualifier, choose Search by Block Lot Qualifier. Enter your information in the boxes and press **submit**. Once you do, we will search for your property and then ask you to verify that this is indeed the property location you wish to appeal. Simply **click SELECT** under action to confirm this is the correct location.

2) If you do not know your block and lot, you can search for it by selecting Search For Property By Property Location. Simply enter your street name (ex. enter CHESTNUT if you wish to search for Chestnut Street properties) into area 2 and **click search**. We will then show you all the properties with that street name. Find your property location and **click the blue SELECT button.**

Once you have selected your property, the property information will populate the light blue Selected Property information box near the top of the page. At his point you can proceed to the next page by **clicking NEXT**.

Contact Information Page

On this page you will see the contact information. All fields will likely be prepopulated with your information that you entered when you signed up for an account. All fields are required. If you need to edit or change any information you may do so. Once you have checked your information, you may choose how you wish to be notified. You can select notifications by email, by text, or by both. At least one method must be selected. The NEXT button will not be available until one of these boxes is checked.

Once all the relevant information has been entered in this page, please **click on next** to proceed.

Valuation Page

On this page you will be asked if you are appealing for Property Valuation? Please check YES or NO. You'll notice your purchase price and purchase date, if available, have been prepopulated. These fields are REQUIRED. If you checked YES and are appealing for property valuation, you may enter your **Requested Total Assessment** at this time. If you checked NO then you will not be able to enter a Requested Total Amount. You will notice that your current assessment information is displayed on the right side of the page.

You will also be asked on this page if this specific property is currently under appeal at the State Tax Court of NJ. If it is, please check YES. Otherwise leave as NO.

Finally, on this page is an area where if you are appealing the valuation, you can enter your reason as to why you are appealing (this is not required).

Once you have entered your choices, you can then select **NEXT** to proceed to the next page.

Classification Page

On this page you will be asked if you are appealing the Property Classification. Please select either YES or NO. If you select yes, then please go to the Requested Property Class drop down menu and select the Property Class you are requesting to be changed to. If you also believe you are due an additional abatement deduction on this property please check the Abatement Deduction box.

Once you have entered your choices, you can then select **NEXT** to proceed to the next page.

Deductions Page

If the property has been denied a deduction and you wish to appeal that denial, on this page please select which deduction(s) you are appealing and **be sure to attach a copy attach of the denial letter in appeal evidence area once you have submitted your appeal.**

Once you have entered your choices, you can then select **NEXT** to proceed to the next page.

Payment page

On this page you will see you Appeal filing fee. As you are an assessor there are no filing fees associated with your appeal.

Confirmation page

Once you have successfully submitted your online appeal, you will see a Confirmation page. Click continue, you will be taken to the Appeals Management Page which will display all appeals you have submitted.

Now that your appeal has been filed online, you may add further information to it any time. Information may be added up to seven calendar days before your hearing date.

2) Appeals Management Area

The Appeal management Page is the area you will use to further work on your appeal and to see how the appeal is progressing. You will notice 6 tabs selections with 5 representing possible stages of the appeal process. A quick run-down is as follows.

1. **All-** Shows all your current appeals
2. **Work In Progress-** shows appeals currently in the process of being finalized.
3. **Stipulated-** are appeals that have reached an agreed assessment value between the municipality and the appellant.
4. **Ready for Board-** are appeals that have been finalized and are ready for the county tax board.
5. **Judgment issued-** will show the date that the county tax board issued a judgment on the appeal.
6. **Withdrawn-** shows appeals that have been withdrawn

At the bottom you will notice an export data button. You can click this to export the above grid data to MS Excel.

Viewing your Appeal

You can View your appeal by selecting in the grid the word “VIEW” next to your appeal information. Click on the word **VIEW** to open your appeal.

You are now in your Appeal Details Page. Here you will see **Contact Information, Property Information, and Property Valuation** as well as new details.

The new details you will see and use in the section are:

- 1) **Appellant Comparable Sales.** Here you will see the comparables the Appellant is currently using in this appeal.
- 2) **Appellant Evidence.** Here you will see the any evidence the Appellant is currently using in this appeal.
- 3) **Assessor Comparable Sales.** It is here that you will add up to 5 comparable sales

in order to help your appeal position. You must be sure to enter Block Lot and Qualifier as well as address, sale price, and sale date. Once you enter all 4 you then can click “Submit Comp” and that comparable will be added to your appeal. If you make a mistake or wish to remove the Comp at a later date, you can use the delete button in this section to do so. You can add/change comparables up to 7 calendar days before your hearing date

- 4) **Assessor Evidence.** It is here that you can add documents and photos in order to further your appeal case. You can add up to 20 pieces of evidence up to 7 calendar days before your hearing date. To add Evidence to this appeal, simply chose a description from the description drop down. If you choose “other” you are free to type in the description. Once you enter your description, simply click on the Select a File area. You will then be taken into your local folders in order to attach a file. Once you have selected file, simply click the Add Document button, and the document will be uploaded and added to your appeal. Once added you can always delete a document using the delete button in the evidence area.
- 5) **Appeal Forms.** In this area you can download a paper appeal from your local drive. Below this you can Open google maps and/or use Edmund Tax Lookup.
- 6) **Stipulation.** If and/or when you wish to create a stip. Simply fill in the applicable data and press “send to appellant”. A stip will then be sent to the appellant along with a button allowing them to either Approve or Reject it. (If it is a paper appeal please be sure to attach a fully executed stipulation)
- 7) **Mark as Ready for Board.** Click this button when you are finished adding evidence and comps and are ready for the board. At this point the Appellant will be notified.
- 8) **Withdrawal Appeal.** If you wish to withdrawal your appeal, simply type in the reason for doing so and click the “Withdraw” button.
- 9) **Appeal History.** Here you will see a timeline of the details of the appeal.

3) Analytics Area

In this area you can find various reports for your municipalities in relation to your current appeals.

Reports offered are:

1. **Appeals Contact Report.** This report will create a pdf report concerning all your appeals along with the relevant property and contact information.
2. **Appeal Report.** This report will create a pdf report that shows all the appeals, the submissions dates, amounts, entry method and more.
3. **Appeal Stipulation Solicitor Report.** This report will create a pdf report showing all your stipulations awaiting solicitors approval.
4. **Stipulation Report.** This report will create a pdf report showing all your stipulations along with the relevant data for each.

For further Information regarding your appeal please go to your County Tax Board Site

Burlington County Property Tax Appeal Site

or contact the Burlington County Tax Board at
609.265.5056

Camden County Tax Board

or contact the Camden County Tax Board at
856.225.5238

To report any technical issues with myNJappeal.com please contact
support@mynjappeal.com