Dear Property Owner:

A representative of RDS visited your home today to conduct an interior/exterior inspection to verify the accuracy of your property record for the municipality. This is a critical step in the fair distribution of taxes which fund municipal, county and school budgets, and each property will be inspected one time during each multi-year cycle.

You now have the option of completing a "virtual" interior inspection that does not require entry to your home by calling (732) 719-2265. This is available for a limited time (typically 2 weeks from today).

This inspection can be performed using your smartphone or tablet, requires no app downloads, and no recordings will be made during the virtual walkthrough. **For your convenience, no appointments are necessary, and our inspectors will be available from 9am to 5pm, Monday thru Friday.**

Please note that no further physical visits are being made. Notification cards providing virtual inspection instructions were also previously sent via U.S. Mail.

A THIRD / FINAL NOTICE will be mailed shortly to all properties which have not completed an interior inspection, which will also contain virtual inspection instructions.

Our website (**www.rdsnj.com**) also contains a "Refusal Form" in the **Inspections** section if you choose not to permit an interior inspection. Please note that if an interior inspection is not completed, this may impact the accuracy of your property record and affect any appeal.

A person of legal age must be present during all interior inspections, and any tenants should please contact the property owner right away.

We greatly appreciate your cooperation as we complete this inspection, which is required by the State of New Jersey.

RDS
Realty Data Systems

Please refer to the reverse side for FAQs prior to contacting our office for more information.

Thank you!

IMPORTANT INFORMATION and FAQ'S

If my home was inspected in recent years, will another inspection be required?

Yes. If you have received a postcard notifying you that an inspection will take place this year, or a notice has been left at your property during our visit, an inspection is required this year. The previous inspection was likely part of a community-wide "revaluation" or a previous inspection cycle. Once this year's inspection has been completed, you can expect it to be several years until another inspection is scheduled in most circumstances. If improvements are made to your property during this period, a second inspection could take place at an earlier time.

Will this inspection affect my property assessment and tax amounts?

While our inspectors collect essential property data on behalf of your municipality, RDS plays no role in determining your property assessment or tax amount. For this reason, our staff has been instructed to direct any questions on these topics to your municipal Tax Assessor. Our sole focus is to ensure that property records are complete and accurate.

How can I be certain of an inspector's identity?

All RDS inspectors are easily identifiable in several ways. Each inspector will be wearing a high-viz vest or jacket and will be displaying an RDS photo ID. Inspectors also carry an official letter from your municipality's Tax Assessor which identifies them as RDS employees. In addition, all properties subject to inspection are mailed a notification postcard prior to any visit.

Do I need to be home to complete my virtual inspection? How long will it take?

Please contact our office only when you are present at the property and have some time to conduct an interior walkthrough and to answer any questions our inspectors may have. Typically, inspections are completed in about 10 minutes. In select circumstances, it may be a brief time before an inspector is able to begin an inspection, depending on call volume, though we endeavor to connect all calls immediately to an available inspector.