

CITY OF ASBURY PARK  
ONE MUNICIPAL PLAZA  
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100  
WWW.CITYOFASBURY PARK.COM



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MELODY HARTSGROVE, RMC, CITY CLERK

June 15, 2020

Dear Property Owner:

I hope this letter finds you well as we all face these difficult times. As the COVID-19 pandemic continues, essential City services remain unaffected and City of Asbury Park staff are working hard to keep residents informed on how the crisis is affecting other City functions.

As you may know, the State budgetary process has been delayed. This delay will impact local budgets. In “normal” years, property tax rates are certified in the middle of the year, prior to the 3<sup>rd</sup> quarter tax billing. Municipalities then apply the certified tax rate to individual assessments to calculate the total amount due for the year. The 3<sup>rd</sup> and 4<sup>th</sup> quarter billing is known as the final yearly billing. Since 1<sup>st</sup> and 2<sup>nd</sup> quarter bills are always estimates, the amount paid during those quarters is deducted from the total amount due for the year. The balance is then split in half and becomes the 3<sup>rd</sup> and 4<sup>th</sup> quarter final yearly billing. For 2020, this will not be the case.

We’ve created the attached FAQ to help explain the assessment function, inspection process, and the enclosed 3<sup>rd</sup> Quarter Estimated Tax Bill. Our goal is to clarify what you are receiving now and what you can expect later this year.

The State budgetary delay has also caused a delay in the County being able to certify tax rates. While the Municipal portion of the budget is complete, it is only *one* component of the property tax levy—and incidentally, is the *only* portion that the City has control over. With the State delay, rates can’t be certified by the County prior to 3<sup>rd</sup> quarter property tax billing which is due August 1, 202. **Without a certified tax rate, the City is required to estimate the 3<sup>rd</sup> quarter bills.** The attached FAQ has more information on how the estimated rate has been calculated—a few important items to note:

- 1) While the attached bill is titled “estimation”, it is still the amount due on August 1, 2020. **Please be sure to pay the bill as you would any other tax bill to avoid late fees or statutory interest.**
- 2) We do not yet have a certified tax rate and therefore cannot calculate the final yearly billing. Quarterly tax bills are never split up to represent an equal distribution of 25% between the four quarters – **therefore, do not multiply the estimated bill by 4 to determine the amount of taxes you will pay this year.**
- 3) The 2020 tax rate will be certified prior to the 4<sup>th</sup> quarter billing. At that time, the City will mail a separate and final bill for the 4<sup>th</sup> quarter which will reconcile taxes for the entire year.

We hope this letter and the attached FAQ explains the process we must follow for 2020 due to the COVID-19 pandemic. Please feel free to contact the Tax Assessors’ Office at 732-502-5750 with any questions.

Sincerely,  
Michael Del Re  
Tax Assessor  
[Michael.DelRe@cityofasburypark.com](mailto:Michael.DelRe@cityofasburypark.com)