HOW TO FIND THE **ASSESSMENT POSTCARD** INFO ONLINE

THE POSTCARDS ARE USUALLY MAILED EVERY YEAR AT THE END OF JANUARY

ANYONE NOT GETTING A POSTCARD FOR ANY REASON (MAIL DELIVERY ERROR OR NAME/ADDRESS ERROR) <u>**CAN GET A COPY OF THE POSTCARD FROM THE INTERNET AS FOLLOWS**</u>:

IN THE SEARCH BAR, GO TO: www.njactb.org

- Click **Record Search** near top left of website
- Select County and District (Town) from dropdown menus
- Under **Search Criteria** - Type in the address w/out using the suffix (just house # and street name with <u>NO</u> Road, Rd, Drive, Dr, Lane, Ln, etc). You can type in minimal information without any "wildcard" characters
- *ALTERNATELY > you can also do your search by last name (again without any special wildcard characters). However, if there has been a recent deed transfer, it is possible that the ownership information has not been updated on this website yet. Searching by Property Location is always the preferred method.*
- GENERALLY – entering less info is likely to yield more results.
- Under **Process** – hit Submit Search
- If search done properly, there will be a single line showing the result, or if minimal info was used, there might be several search results.
- Click the **More Info** link on your property
- There will be a tab at the top of the record detail that says **Assessment Postcard**
- Select that and it will reveal the card that was generated and mailed by the Mod-IV center for the current tax year.