

# APPEAL CHECKLIST

- 1. PLEASE READ THE APPEAL INSTRUCTIONS THOROUGHLY
- 2. THE FORM IS FILLED OUT IN ITS ENTIRETY
- 3. YOUR NAME, ADDRESS, TELEPHONE NUMBER & EMAIL ARE LEGIBLE
- 4. THE APPLICATION IS SIGNED
- 5. YOUR MUNICIPAL CLERK AND ASSESSOR HAVE BEEN SERVED A COPY  
(INCLUDING ANY SUPPORTING EVIDENCE)
- 6. CHECKS MAY BE MADE PAYABLE TO: COUNTY TAX ADMINISTRATOR
- 7. CASH MUST BE IN THE EXACT AMOUNT, AS CHANGE WILL NOT BE PROVIDED  
(AMOUNTS ARE SPECIFIED IN THE INSTRUCTIONS OF THE APPEAL)
- 8. THE REAL ESTATE TAXES ON THE PROPERTY ARE CURRENT THROUGH  
THE FIRST QUARTER
- 9. FORMS ARE PREFERRED BY MAIL TO:  
THE MERCER COUNTY BOARD OF TAXATION  
McDADE ADMINISTRATION BUILDING  
640 SOUTH BROAD STREET  
ROOM 317  
TRENTON, NJ 08611
- 10. FORMS MAY BE DROPPED OFF INTO THE DROP BOX  
(LOCATED ON THE 1ST FLOOR OF THE MCDADE ADMINISTRATION BLDG.)

**APPEALS MUST BE RECEIVED (NOT JUST POSTMARKED) BY THE  
COUNTY BOARD OF TAXATION ON OR BEFORE APRIL 1ST.**

THANK YOU FOR YOUR COOPERATION IN THIS MATTER DURING THESE DIFFICULT TIMES.