



Tax Relief for Non-Profit and Registered Canadian Charitable Organizations

Administrative Order 2024-001-ADM

Application Form: New Applications to Add a Property to the Program

2026-27 Application Deadline: Monday, February 2, 2026

(Note: due to January 31 falling on a weekend, the application deadline will be extended to Monday, February 2, 2026).

This form is to be completed by organizations applying for next year's Tax Relief Program (April 1, 2026, to March 31, 2027). A complete application form and required documents must be received on or before the application deadline. Late or incomplete applications will not be considered.

Registered Name of Applicant Organization

Instructions: This Application Form is for the 2026 Tax Relief Program only. Do not complete this form for renewal of tax relief.

An Application Form must be completed if your organization is:

- applying to be accepted into the Tax Relief Program, or
- in the program and wish to add another property, or
- applying for reinstatement into the program.

The Tax Relief Program is administered under Administrative Order 2024-001-ADM. An overview of the program is available at: halifax.ca/business/doing-business-halifax/tax-relief-non-profit-organizations. If you need help in completing this Application Form or have questions about your organization's tax status, please contact 311 or email: contactus@311halifax.ca

Contact Information:

Required Information	
Contact Name	
Telephone Number	
Mailing Address	
Email Address	

Part 1A: Application by Property Owner

A: Documents Required with Application

Please provide the following information with this Application Form.

✓	Required Information
	Proof of Property Ownership. For example, one of the following: the property deed, or a tax bill with ownership information, or the Notice of Assessment from Property Valuation Services Corporation.
	A copy of your organization's Articles of Incorporation or equivalent. For example, one of the following: Constitution and By-Laws, or Charter, an Act of Incorporation by the Nova Scotia Legislature or Parliament of Canada.
	A financial statement for the prior fiscal year showing all revenue, expenses, assets and liabilities. If applying to add a property to Schedule A: Charitable Organizations Providing Housing and Dedicated Services for Persons with Special Needs your application must include an audited financial statement. The HRM Residential Registry number should also be included for residential property.
	If applicable, a copy of any lease or license agreement for any nonprofit tenant occupying the premises that may be included in tax relief. Please report any occupancy of the premises (building and/or land) by a for-profit entity or private interest, or any level of government or government agency. Property assessed on rental income (Income Approach Assessment) should include a copy of the annual rent roll.
	If applying to add a property to Schedule D: Organizations Providing Affordable Rental Accommodations your application must include the number of rental units and disclose any unit occupied by a live-in caretaker. The HRM Residential Registry number should also be included.
	If applying to add a property to Schedule G: Organizations Under the Federal Rapid Housing Initiatives Program, a copy of the funding agreement signed by both parties must be included with the application.

B: Property Identification

List each property using the civic address number and street name (no postal code). If the property does not have a civic number, try to identify the exact location using the street name and Property Identification Number (PID#). Both the PID Number and Assessment Account Number for the property are shown on your annual Notice of Assessment from Property Valuation Services Corporation www.pvsc.ca. If you cannot locate the PID Number, simply list the AAN Number shown on your tax bill.

If you are applying to add more than four (4) properties, include the additional information on a separate page attached to this Application Form.

Property Information		
Civic Address of the Property	Property Identification Number (PID#)	Assessment Account Number (AAN#)

C: Property Use: Programs and Services

Check only one (1) of the following categories to describe the programs and/or services that are delivered from the property. Administrative Order 2024-001-ADM has the criteria for each schedule. **Note: If added to the Tax Relief Program the property may be assigned to a different schedule, not the one selected by an applicant.**

Program and Services Delivered Using the Property			
✓	Schedule	Description	Eligibility Criteria in Policy
	A	Charitable Organizations Providing Housing and Dedicated Services for Persons with Special Needs	Administrative Order 2024-001-ADM. Part 4. Section 21.
	B	Family Services, Child Care, and Child or Youth Welfare Services	Administrative Order 2024-001-ADM. Part 4. Sections 22 and 23.
	C	Cultural, Recreational, Environmental, and Community Transit Organizations	Administrative Order 2024-001-ADM. Part 4. Sections 24 and 25.
	D	Organizations Providing Affordable Housing Rental Accommodations	Administrative Order 2024-001-ADM. Part 4. Sections 26 and 27.
	E	Community Benefit Organizations	Administrative Order 2024-001-ADM. Part 4. Sections 28 and 29.
	F	Organizations with Vacant Property Under Development	Administrative Order 2024-001-ADM. Part 4. Sections 30, 31, 32, and 33.
	G	Organizations Under the Federal Government Rapid Housing Initiatives Program	Administrative Order 2024-001-ADM. Part 4. Sections 34 and 35.

Briefly describe the program(s) or service(s) currently delivered at the location (property) for which tax relief is requested.

IMPORTANT: If the property is used as a shelter for victims of domestic violence and the address cannot be published to protect the safety of residents and staff, please notify HRM with your description of the program and/or services provided at this location.

Note: The application deadline is the date the Application Form is received by HRM (including post-marked delivery by courier, or in-person drop off) not the date the application was signed.

Part 1B: Application by Eligible Property Owner Requesting the Inclusion of Eligible Non-Profit Tenants

If your organization leases all or a portion of your property (land or building) to another organization please identify the tenants, both nonprofit and business/private tenants. Tax relief cannot be provided to a business or private interest, but a registered nonprofit or charity may be included in the owner's tax relief.

Your tenant(s) do not make application. As the owner you are responsible for reporting any occupants of the property and provide the required information listed below under Section A. Tenant Identification. However, tax relief is non-transferable; if an owner sells or conveys the property tax relief is revoked. As the owner you are responsible to notify HRM of any change in occupancy while in the Tax Relief Program.

A: Tenant Identification

✓	Required Leasing Information
	The registered name of all tenant organizations and the square footage occupied under each lease agreement.
	The registration number of the nonprofit or charitable organization(s).
	A copy of each lease agreement signed by both parties.

Tenants eligible for inclusion in the owner's tax relief will be listed in Appendix 1 of the Administrative Order with the lease expiry date for monitoring. Staff will contact the property owner if additional information is required during the review process.

Part 2: Application for Addition of a Federal, Provincial, or Municipal Government Property Leased by an Eligible Nonprofit or Charitable Organization

If your organization leases all or a portion of property (land or building) owned by the federal, provincial, or municipal government application can be made for tax relief.

A: Documents Required with Application

Provide the following information with this application. Incomplete applications will be declined.

✓	Required Information
	A copy of the lease agreement signed by both parties.
	A copy of your organization's Articles of Incorporation or equivalent. For example, one of the following: Constitution and By-Laws, or Charter, or an Act of Incorporation.
	A financial statement for the prior fiscal year showing all revenue, expenses, assets and liabilities.
	If applying for addition to Schedule A: Charitable Organizations Providing Housing and Dedicated Services for Persons with Special Needs your application must include an audited financial statement.
	If applying for addition to Schedule D: Organizations Providing Affordable Rental Accommodations your application must include the number of rental units and disclose any unit occupied by a live-in caretaker. The Residential Registry Number should also be included.
	If applying to Schedule G: Organizations Under the Federal Rapid Housing Initiatives Program you must include a copy of the agreement signed by both parties.

A. Property Identification

List each property using the civic address number and street name (no postal code). If the property does not have a civic number, try to identify the exact location using the street name and Property Identification Number (PID#). The PID # and Assessment Account Number (ANN#) for the property are shown on the owner's annual Notice of Assessment from Property Valuation Services Corporation www.pvsc.ca. If you cannot locate the PID#, simply list the AAN#.

If you are applying for tax relief for more than four (4) properties, include the additional information on a separate page attached to this application form.

Required Information		
Civic Address of the Property	Property Identification Number (PID#)	Assessment Account Number (AAN#)

Tax relief is non-transferable. If the owner sells or conveys the property tax relief is revoked. A copy of the lease must be included with your submission. **Note: Federal Government or Provincial Government license agreements are ineligible for consideration.**

Authorization

This application must be signed by an authorized signing officer of the Board of Directors. Digital signatures are accepted.

I, on behalf of the Board of Directors, certify that no party, other than the applicant organization or occupancy disclosed in this Application Form, has any right (whether through lease, sub-lease license or assignment) to occupy the real property for which tax relief is sought or awarded.

Board Authorization	Signature	Print Name	Date
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Note: The application deadline is the date on which the Application Form is received by HRM (including post-marked delivery by courier, or in-person drop off) not the date the application was signed.

Part 3. Submitting Your Application Form

Submit the Application Form and all support materials (proof of ownership, financial statement, Articles of Incorporation, a signed lease if applicable etcetera) to one of the following:

- Email: nonprofittax@halifax.ca
- Mail: Halifax Regional Municipality, Tax Relief Program, Finance & Asset Management, PO Box 1749, Halifax, NS B3J 3A5.
- Drop-off: to any HRM Customer Service Centre.

Applications must be post-marked (Canada Post Corporation) or date-stamped by an HRM Customer Service representative upon receipt. If you are delivering the application in-person to an HRM Customer Service Centre, or sending it by courier, request proof of delivery (a receipt with date and time). The application deadline is **Monday, February 2, 2026** (note: due to January 31 falling on a weekend, the application deadline will be extended to Monday, February 2, 2026).

Keep a copy of your application on file for your records. The review and approval process usually takes up to a year as of the application deadline. All amounts due to the Municipality are to be paid until you are notified of the status of your application.

Confirmation of Application Received

If within two (2) weeks of submitting your Application Form and support documents you have not received confirmation that HRM has received the application, please email: nonprofittax@halifax.ca or call 311.

Freedom of Information and Protection of Privacy

An application made to the Tax Relief Program is part of the public review process and may be subject to an access request under Freedom of Information and Protection of Privacy legislation. Applicants will be notified by HRM should such a request be received in relation to their application or an award decision.