

## APPLICATION FORM

<b>Assessment Account Number (AAN)</b> <i>(found on your tax bill)</i>	
--	--

### Applicant Information

<b>Registered Owner of Property</b> (must be the name(s) on the property's deed. If more than one registered owner, all owners must sign the application)	
---	--

<b>Name(s) of Applicant(s)</b> (must be a Registered Owner):	
--	--

<b>Property Location (Civic Address)</b>	
--	--

<b>Applicant's Mailing Address (if different from property civic address)</b>	
---	--

<b>Telephone Numbers</b>	
--------------------------	--

*Home*

*Work*

*Cell*

<b>Email Address</b>	
----------------------	--

### Applicant's Contact Person

*If there is a family member, Trustee, Personal Representative or Power of Attorney acting on your behalf in relation to this application please provide their name, address, relationship and contact information:*

**You must complete the following section. Please check the correct responses.**

	Is this residence your Principle Residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Did you reside at this residence for 180 days or more in the prior calendar year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this residence a new home? (i.e. the residence was constructed in the past year)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Does the property currently receive water services from the Halifax Regional Water Commission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Does the property have an existing water supply system that provides potable water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you rent or lease the property to another person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you rent or lease the property from another person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this a Recreational Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this a Resource Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this a Commercial Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is the property used in the operation of a business or industry? (i.e. do you run a business from this home?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this property exempt from residential property tax in accordance with Nova Scotia's <i>Assessment Act</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Does this property have an existing onsite sewage disposal system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	How many people reside at this residence?		

**Definition of terms used on this form**

*"Principal Residence"* means a dwelling unit occupied for at least 180 days in the calendar year immediately prior to the year of application.

*"Recreational Property"* means a dwelling unit used as a secondary place of residence for vacation or leisure activity.

*"Resource Property" means*

*(i) farm property,*

*(ia) aquaculture property,*

*(ib) conservation property,*

*(ii) forest property owned by a person who owns less than fifty thousand acres of forest property in the Province,*

*(iii) land of a municipal water utility, excluding any building or structure thereon, and*

*(iv) community fishermen's service buildings, occupied and used by boat owners who are licensed commercial fishermen, and the land used in connection therewith;*

*"Commercial Property" means all property or part thereof except residential property and resource property, and includes the forest property owned by a person who owns fifty thousand acres or more of forest property in the Province*

**By signing below, I/We hereby declare that the above information is true and accurate to the best of our knowledge.**

<b>Printed name(s) and signature(s) of registered property owners</b> (All registered owners of the property must print their name and sign this application).	<b>Name:</b>
	<b>Signature:</b>
	<b>Name:</b>
	<b>Signature:</b>
	<b>Name:</b>
	<b>Signature:</b>

## APPLICATION CHECKLIST

Your application must be complete to be processed. Please make sure to include the following:

- Application signed by you and all registered owners who have title to the property.
  - If applicable: proof of power of attorney, personal representative, guardian, trustee or living interest if the application is being made by someone acting on your behalf.
- If your property has an existing mortgage (or similar charge or lien) documentation from your existing lender (for example, your bank) to show that your existing lender acknowledges and agrees that HRM's charge will take priority over the existing lender's mortgage and form a first mortgage on your property.
- A written estimate or a signed contract from a contractor who holds a certificate of qualification from Nova Scotia Environment detailing the costs of the installation of the new water supply or sewage disposal system. (If the contractor is not qualified by Nova Scotia Environment then HRM will need to approve the contractor before the project is started).

Note that only those costs deemed qualified for the program by HRM will be eligible for financing. Eligible costs and your responsibility to pay for all ineligible costs are detailed in the Participant Agreement.

### APPROVED APPLICATION

If your application is approved you will be notified by HRM using the contact information provided on this form. Should you wish to proceed with the program, a \$150 application fee will be payable and you will be required to sign a Participant Agreement. Should you not wish to proceed with the program, you will not be charged the application fee.

If your application is not approved, you will be notified by HRM using the contact information provided on this form. You will not be required to pay the application fee.

### Help with Completing Your Application Form

If you need further help completing the application you can email [taxandbilling@halifax.ca](mailto:taxandbilling@halifax.ca) or go to your nearest Citizen Contact Centre or call 311.

A copy of By-Law C-1000 is available at:

<https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/By-law-C-1000.pdf>