



Affordable Access Program

Application Form (* indicates a required/mandatory response)

The Affordable Access Program allows qualified individuals to apply for municipal subsidized programs. This application form allows you to apply once for the Affordable Access Program, and have your application considered for any of the three subsidized programs, including:

- The Affordable Access Transit Pass Program
- The Recreation Access Program
- The Property Tax Exemption and Deferral Program

Primary Applicant: _____
Person completing form - (first/middle/last)

All programs require - Current year's Notice of Assessment (NOA) from the Canada Revenue Agency showing total income on line 15000. Proof(s) of income must be included for all adult applicants over the age of 18. All business, rental and worldwide income must be disclosed. If any owner or occupant has worldwide income, you **must** include your **Schedule T1**. Incomplete applications will be denied.

Please select each of the programs you are applying for:

- Property Tax Exemption** **Assessment Account Number (AAN)** _____
- Deferral Programs**
 - Your current **Notice of Assessment** from the Canada Revenue Agency showing total income is required.
 - Is your **principal residence** located within Halifax Regional Municipality? If you answered "No", you are ineligible to receive property tax assistance through this program.
 - Statement of Business Activities and/or Rental Activities must be included if you are self-employed or have tenants.
- Affordable Access Transit Pass Program**
 - Your current **Notice of Assessment** from Canada Revenue Agency showing total income is required.
 - Transit passes are for Adult Monthly Passes only (ages 18+).
 - If you receive an annual transit pass through the Welcomed in Halifax Program, Department of Community Services Program, UPass Program, (or receive any kind of transportation subsidy) you do not qualify to purchase transit passes through this program.
- Recreation Access Program**
 - Current proof of **Canadian Child Tax Benefit** must be provided for children under the age of 18.
 - We also accept a valid 'Welcomed in Halifax Card' (WIH).
 - All Recreation Access Program applicants must have an online Recreation Services account **before** submitting this application. To set up an account please go to <https://www.halifax.ca/myrec> or visit any Halifax Community Recreation Centre for assistance.

Please email your application form and all supporting documentation to affordableaccess@halifax.ca or mail to:

Attn: HRM Customer Service Centre, PO Box 1749, Halifax NS B3J 3A5

Section 1: Applicant Information

* Indicates required field

Home Address*	
Mailing Address* (if different from above)	
Email Address*	
Phone number (preferred)	

Section 2: Detailed Household Information

This section is required. All household members must be listed below, including yourself. Your current year’s Notice of Assessment from Canada Revenue Agency showing total income on line 15000 is required for all household members ages 18 and over and must be included.

Recreation: Only household members with their Notice of Assessment attached and listed below or listed on the Canadian Child Tax Benefit will be approved for the Recreation Discount. We also accept valid Welcomed in Halifax Cards (WIH) for Recreation Discounts for new Canadians.

Tax Exemption: proof of enrollment in an accredited program is required for adult students residing on the property.

Transit Pass: Adult passes are for applicants 18+ years of age only. Applicants may choose to purchase and display their pass in the HFXGO fare payment app. To use the app, a verified account must be created on the HFXGO app using an email address, and each applicant’s HFXGO account email account must be included in the table below.

	Name of all household occupants First Name/Last Name *	Relationship to Applicant *	Recreation Program Account # *	Student? (Yes/No) *	Affordable Access Transit Pass:	
					Age 18+ (Yes/No) *	If interested to purchase pass on HFXGO fare payment app. <i>(Optional)</i> <u>Provide HFXGO account email *</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

You may designate up to two people to buy your monthly pass on your behalf. Include their name and telephone number in the table below. Please note that designates must provide a valid photo ID when purchasing the transit pass. If purchasing transit pass on the HFXGO app, this option is not applicable.

Designate 1: _____

Designate 2: _____

Section 3: For Property Tax Programs Applicants Only

1. Does the property contain a separate apartment unit?	Yes	No
2. Is any portion of the property used for business purposes (Airbnb, home office, self-employed business)?	Yes	No
3. Does any portion of the property have commercial activity?	Yes	No

If you answered "yes" to any of questions above, you **must** include your **Canada Revenue Agency statement of business and/or rental activities section of your tax return or your Schedule T1** with this application.

Section 4: Signature and Privacy Statement *

By signing below, I certify that all information provided is true and correct to the best of my knowledge.

Applicant Signature	X _____	Date:	_____
<p>IMPORTANT: If you are filling out this form on your computer and you are unable to sign this form digitally in your web browser by clicking next to the "X" above, please save the form to your computer and complete it there. Use the "Submit Application By Email" button below to generate an email with your application form attached, then proceed to attach other documents as required.</p>			

Use of Personal Information

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected in this application will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the administration of the Affordable Access Program and the municipal subsidized programs it supports. If you have any questions about privacy related topics, please email privacy@halifax.ca, access related topics, please email at access@halifax.ca. For information on this form and the Affordable Access Program, please call 311.

Your Application Checklist

Before you submit your application by email to affordableaccess@halifax.ca, or mail your form to: PO Box 1749, Halifax NS B3J 3A5, or drop off your application, remember to include all necessary documents:

- Affordable Access Program Application – signed and completed with current contact information.
- Your current year's Notice of Assessment from the Canada Revenue Agency showing total income on line 15000 is required for all household members ages 18 and over and must be included. Please see the Affordable Access Information Guide for requirements.
- Proof of power of attorney, personal representative, guardian, trustee, or living interest must be included for the Property Tax Exemption and Deferral Program, unless previously submitted.