

FOR OFFICE USE ONLY:

Date Application Received: _____

Employee Name: _____

Check each of the programs the applicant is applying to:

- Low Income Transit Pass Program
 - Recreation Access Program
 - Property Tax Deferral and Exemption Programs

 - Confirm that current year's Notice of Assessment from Revenue Canada or Proof(s) of Income is included in application
-

Affordable Access Program



The Affordable Access Program allows qualified residents to apply for municipal subsidized programs. This new intake process will allow you to apply once and have that application considered for multiple programs.

**Please call 311 for more information
about the Affordable Access Program,
or if you have questions about this form.**

Section 1: Programs I am Applying For

Let us know which program(s) you are interested in by checking the box of the program(s) below *:

- Recreation Funding Access Program (complete sections 2, 3, 6 & 7)
- Low Income Transit Pass Program (complete sections 2, 3, 4, & 7)
- Property Tax Deferral and Exemption Programs - check all that apply: (complete sections 2, 3, 5, & 7)
 - Property Tax Exemption (Rebate)
 - Property Tax Deferral Program
 - Deferral of Local Improvement Charges

Please note that each of the above programs are **annual programs** and you will be required to reapply each year. Please see the Affordable Access Information Guide for requirements.

Section 2: Primary Applicant Information

Is your principal residence located within Halifax Regional Municipality? *	Yes	No
Applicant Name * (please print clearly)		
_____ <i>(first name) (middle name) (last name)</i>		
Date of Birth * (YYYY-MM-DD)		Age:
Home Address *	(Unit #, Street #, Street Name, City)	Postal Code
	_____	_____
Mailing Address <i>(if different from above)</i>	(Unit #, Street #, Street Name, City)	Postal Code
	_____	_____
Email Address * (if you do not have an email address, please enter "not applicable")		
_____ <i>(please print clearly)</i>		
Phone Number * <i>(10 digits)</i>		Alternate Phone Number
Applicant Income * (as per Line 150 of your current year's Notice of Assessment from Revenue Canada or Proof of Income "Option C")		\$
Other worldwide income		\$
Have you attached your current year's Notice of Assessment from Revenue Canada or Proof of Income "Option C" to this application? *	Yes	No
What is the best way to contact you? * <i>(please select only one)</i>		
Phone	Email	Mail

Section 3: Detailed Household Information

This section is required if the applicant has any family or household information to declare. Income for each household member should be reported above as per Line 150 of each person’s current year’s Notice of Assessment from Revenue Canada or Proof of Income “Option C”. If the household member had no income, please enter “0”.

	First Name	Middle Initial	Last Name	Relationship to Applicant	Date of Birth (YYYY-MM-DD)	Income	Student (Y/N)
1.	Applicant					\$	
2.						\$	
3.						\$	
4.						\$	
5.						\$	
6.						\$	
7.						\$	
8.						\$	
TOTAL HOUSEHOLD INCOME (for applicants to the Recreation and/or Transit Programs)						\$ _____	

Approved Designate or Alternate Contact – all programs

Name	Agency (if applicable)	Daytime Phone Number

Section 4: For Low Income Transit Pass Applicants Only

Did you receive an annual transit pass through the Department of Community Services for this calendar year?	Yes	No
If you answered "yes", you are ineligible to receive transit passes through this program for this calendar year.		

Note: Only one transit pass will be issued per application. Please submit a separate application for each transit pass required. You may approve up to two people to buy your monthly pass on your behalf. Include their name and telephone number in the **Approved Designate** table above. Please note that designates must provide a valid photo ID when purchasing the transit pass.

Section 5: For Property Tax Programs Applicants Only

Assessment Account Number – required (located on the top left of your Property Tax Bill)	# _____
Is this your principal residence? – required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gross Household Income – required	
Determine your gross household income by adding up the income (as per Line 150 of the Notice of Assessment or Statement of Income “Option C”) for each member of the household.	
A. Applicant’s Income: Line 150	\$ _____
B. Income of applicant’s spouse, common-law partner, or domestic partner	\$ _____
C. Other resident(s) income	\$ _____
D. Income from a boarder/renter: (not claimed on CRA Tax Return)	\$ _____
E. Other worldwide income	\$ _____
Combined Gross household income of all adults (add lines A, B, C, D, E)	\$ _____

Note: Combined Gross Household Income means **all** income earned or received by household residents over 18 years of age in the previous year. Income of students 18 years of age or older is not to be included if you provide proof of enrollment in an accredited educational institution.

Please check the correct response (required for all questions)		
1. Is the property a duplex, a triplex, or does it contain a separate apartment unit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is any portion of the owner-occupied property used for rental or business purposes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you and/or anyone who lives on the property self-employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If “yes”, you must include your Revenue Canada statement of business and/or rental activities section of your tax return with this application.		
4. Have you deducted any portion of your property taxes as a business expense?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If “yes”, you must include your Revenue Canada statement of business and/or rental activities section of your tax return with this application.		
If you answered yes to question 4: How much did you deduct? \$ _____ OR _____ %		
5. Do you participate in the Government of Canada’s Guaranteed Income Supplement Program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 6: Recreation Access Program *

Do you have an online account with Halifax Online Recreation Services?	Yes	No	Not Applicable
<p>If “no”, please go to https://www.halifax.ca/recreation/programs-activities/programs-registration to set up an account, or visit any Halifax Community Recreation Centre for assistance.</p> <p>NOTE: All Recreation Access Program applicants must have an online Recreation Services account before submitting this application.</p>			

Section 7: 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	<p>X</p> <hr style="border: 0.5px solid black;"/>	Date:	
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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.

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 the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or accessandprivacy@halifax.ca. **For information on this form and the Affordable Access Program, please call 311.***

Your Application Checklist

Before you mail, email, or drop off your application, remember to include all necessary documents:

- Affordable Access Application – signed and completed
- Your current year’s Notice of Assessment from Revenue Canada or Proof(s) of Income
Please see the **Affordable Access Information Guide** for requirements.
- For Property Tax Exemption and Deferral Program:
 - 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.
 - Updated Direct Deposit Information – New applicants must provide direct deposit banking information; returning applicants must ensure that banking information submitted previously has not changed in the last year and re-submit if required