



# Affordable Access Program

Affordable Access Application Form (\* indicates a required/mandatory response)

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.

Applicant 1: \_\_\_\_\_  
(first name) (middle name) (last name)

Applicant 2: \_\_\_\_\_  
(first name) (middle name) (last name)

**All programs require** - Current year's Notice of Assessment from Revenue Canada. Proof(s) of Income must be included in all applications for all adults over the age of 18. All business and worldwide income must be disclosed. If you have worldwide income you **must** include your **Schedule T1**.

Please only check each of the programs that you require:

Property Tax Exemption **Assessment Account Number (AAN)** \_\_\_\_\_

Deferral Programs

- 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.
- Is your home listed for sale or will it be listed this year? **Date of Listing** \_\_\_\_\_

Affordable Adult Transit Pass Program

- If you receive an annual transit pass through the 'Welcome to Halifax' Program, the Nova Scotia Employment Support and Income Assistance program (or receive any kind of transportation subsidy), or your university/college, you do not qualify to purchase transit passes through this program.

Recreation Access Program **HRM Recreation Account Number for each family member in table**

- Current proof of **Canadian Child Tax Benefit** must be provided for children under the age of 18.
- We also accept a valid "Welcome to 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 to [affordableaccess@halifax.ca](mailto:affordableaccess@halifax.ca) , or mail your form to: PO Box 1749, Halifax NS B3J 3A5, or call 311.

For Office Use Only: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Employee name: \_\_\_\_\_

Scanned:  Yes  No

**Section 1: Applicant Information**

<b>Home Address *</b>		
<b>Mailing Address*</b>		
<b>Email Address*</b>		
<b>Phone</b>	Home:	Cell:

**Section 2: Detailed Household Information**

**This section is required.** All household members must be listed below, proof of income for household members age 18 and over 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 Recreation Discount. We also accept a valid “Welcome to Halifax Cards” (WIH) for Recreation Discounts for new Canadians. Please enter your Recreation account number below.

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

**Transit pass:** you may approve 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.

	<b>First Name</b>	<b>Last Name</b>	<b>Relationship to Applicant</b>	<b>Recreation Program Account #</b>	<b>Transit Pass (Yes/No)</b>	<b>Student (Yes/No)</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

### 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?	Yes	No

If you answered "yes" to any of questions above, you **must** include your **Revenue Canada 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.

<b>Applicant Signature</b>	<u>  X  </u>	<b>Date:</b>	
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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 privacy related topics, please email [privacy@halifax.ca](mailto:privacy@halifax.ca), access related topics, please email at [access@halifax.ca](mailto: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](mailto: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 Application – signed and completed with current contact information
- 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 resubmit if required

Print

Submit

Reset

Save