Affordable Access Program

APPLICATION FORM

HALIFAX TRANSIT | PROPERTY TAX EXEMPTION & DEFERRAL PROGRAM | HALIFAX | rec

The **Affordable Access Program** allows qualified individuals to submit a single application for three municipal subsidized programs, at one time. Residents can complete this fillable form to apply to: the **Recreation Access Program**, the **Affordable Access Transit Pass Program** and the **Property Tax Exemption and Deferral Program**. If you require help with your application, please call 311.

Primary applicant:

Person completing the form _____

(first name/middle name/last name)

Please select each of the programs you are applying for:

☐ Recreation Access Program

Proof of financial need must be included with your application and be one of the following:

- Current Notice of Assessment from the Canada Revenue Agency showing total income for all household (family unit)** members (18+);
- a letter from the Nova Scotia Department of Opportunities and Social Development;
- a referral from a community professional who is qualified to assess financial need and is associated with a recognized community-based agency; or
- a valid Welcomed in Halifax Card (WIH) with a photo ID.

Please note:

- All applicants must have an online Recreation account before submitting an application.
- To set up an account, visit **halifax.ca/myrec** or a municipally owned recreation centre.
- Household (family unit)** includes all family members living in the same residence and are related by blood, marriage, common-law or adoption.

☐ Affordable Access Transit Pass Program

Have gross household (family unit)** annual household income of $59,000*** or less for 2026/27 and include proof of financial need with your application as one of the following:

- Current Notice of Assessment from the Canada Revenue Agency (CRA) showing total income for all household (family unit)** members 18 years or older;
- proof of income statement (option ‘c’ print) from the CRA showing total income on line 15000;
- a letter from the Nova Scotia Department of Opportunities and Social Development; or
- a referral from a community professional who is qualified to assess financial need and is associated with a recognized community-based agency.

Please note:

- Transit passes are for adult monthly passes only (ages 18+).
- Applicants must not currently be enrolled in the province’s Community Bus Pass Program or the Student UPass Program (part of tuition package).
- Household (family unit)** includes all family members living in the same residence and are related by blood, marriage, common-law or adoption.

☐ Property Tax Exemption Program

- **Assessment Account Number (AAN):**
- Have a gross household* income per Table T (Appendix A, Section ii) each year.
  - If you meet eligibility criteria noted above, you must include proof of financial need with your application for all household* members (18+) as one of the following:
    - Current **Notice of Assessment** from the Canada Revenue Agency; or
    - **proof of income statement** (Option 'C') from the Canada Revenue Agency showing total income on line 15000.
  - Applicants must include the following (as applicable):
    - a **Schedule T1**, for any declared NET World income (under Administrative Order 10).
    - a **statement of rental activities** for any rental income from a boarder/renter (not claimed on CRA Tax Return).
    - A **business statement** from your Income Tax Summary for any working from home/self-employed claims.
- **Property Tax Deferral:** Do you wish to defer your taxes? ☐ Yes ☐ No

Please note:

- Household* includes all family unit members living in the same residence (related by blood, marriage, common-law or adoption) and other residents (e.g. roommates, etc).
- A mobile homeowner can apply for a rebate or payment plan but not a deferral.
- For mixed-use properties, only the residential portion can be used to calculate the rebate value.

Section #1: Applicant information

Required fields are marked with an asterisk (*)

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

Section #2: Detailed household information

This section is required. *All household members must be listed below, including yourself.*

Name of all household occupants (first + last name)	**Relationship to applicant**	**Recreation account #**	**Transit Pass Program**	
			18+ (Y/N)	**HFXGO email address**
	Myself (applicant)			

Section #3: For Recreation Access applicants only

Select your

Preferred Multi-district Facility (MDF)

If you would like to select a MDF as your preferred recreation facility – instead of a municipally owned facility – select one (maximum two) MDF(s) from the centres listed below:

☐ Canada Games Centre

☐ Cole Harbour Place

☐ St Margaret's Centre

☐ *Zatzman Sportsplex*

Section #4: For Transit Pass applicants only

You may designate up to two people to buy your monthly Affordable Access Transit Pass on your behalf. Include their name and telephone number 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: _____ **Phone:** _____

Designate #2: _____ **Phone:** _____

Section #5: For Property Tax applicants only

1. **Does your property contain a separate apartment unit?**	**Yes** ☐	**No** ☐
2. **Is any portion of the property used for business purposes** (e.g. Airbnb, home office, self-employed business, etc.)**?**	**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 CRA statement of business and/or rental activities section of your tax return or your Schedule T1 with this application.

Section #6: Submitting your application

- **Online (email):** Send your completed application form to **affordableaccess@halifax.ca**
- **In-person:** At a municipally owned recreation centre **OR** at a full-service Customer Service Centre.
  - Participating municipally owned recreation centres are marked with an asterisk (*) at **halifax.ca/recreation-centres**.
  - Full-service Customer Service Centre location details can be found at **halifax.ca/311**.
- **Mail** your application to:
  - Halifax Regional Municipality
    Attention: Affordable Access Program
    PO Box 1749
    Halifax, NS, Canada
    B3J 3A5

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's signature *X*		**Date:**	
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.			

Program privacy statement

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.*

Section #8: Application checklist

Before you submit your application by email, in person or by mail, remember to include all necessary documents:

- ☐ Your completed application forms – signed and including current contact information.
- ☐ Proof of financial need for applicants and all members of your household 18 years or older.
- ☐ **If applicable:** Proof of power of attorney, personal representative, guardian, trustee or living interest must be included for Property Tax Program applicants (if not previously submitted).

Submit your application