

## Your Energy Rebate Program

### Consumer Information

#### Applications and Forms

[Consumer Application](#)

[Landlord and/or Mixed Residential/Commercial/Resource Farm Application](#)

[Condominium Corporation Application](#)

[Letter of Authority](#)

You may obtain forms from your local Access Nova Scotia office, from our website or by contacting Service Nova Scotia and Internal Services.

#### Contact Information

If you have any questions about your rebate, please call 1-800-670-4357 (toll free in Nova Scotia), or call 902-424-5200 in HRM or email [yourenergyrebate@novascotia.ca](mailto:yourenergyrebate@novascotia.ca).

#### About the program

The Your Energy Rebate Program (YERP) provides a 10% rebate on the before tax price of residential use energy. This is a provincial rebate equal to the provincial portion of the Harmonized Sales Tax (HST).

#### Eligibility

You are eligible to receive the rebate if you buy energy for residential purposes. The rebate does not depend on your income level.

You will receive your rebate in one of two ways:

1. Deducted from your energy bill; or
2. By applying for it.

#### ***Deducted from your energy bill***

To qualify for the rebate to be automatically credited on the bill by your energy supplier:

- For electricity - you must be billed under a domestic service rate by your power company;
- For heating fuel, natural gas, propane and firewood - your fuel company must deliver the fuel to your qualifying property.

#### ***Qualifying properties***

If your current property assessment indicates 100% "residential taxable", or a combination of "residential taxable" with "resource taxable", "resource forest", or "resource exempt", your bulk vendor of home heating oil, propane, natural gas or firewood will deduct your rebate from your bill.

#### ***You need to apply for your rebate***

You will have to apply for a rebate for these fuels that you purchase elsewhere and bring home with you. For other fuels, such as wood pellets, coal and kerosene you must apply for your rebate whether they are delivered to your home or not.

If you are billed a rate other than a domestic service rate for your electricity, you will have to apply for your rebate on your electricity purchases.

If the property where the fuel is used is a mixed-use property, you will have to apply for the rebate.

### **Mixed -Use Properties**

A mixed-use property is a property that is assessed as partially residential taxable along with other classes of property (i.e. "commercial taxable", "resource farm").

The fuel used to heat the residential portion of mixed use property is eligible for the rebate. The fuel used in the commercial or farm portion of the property is not eligible for the rebate. The purchaser is required to apply for the rebate.

You are eligible to apply as a 'mixed-use' property for the Your Energy Rebate Program if:

- You pay for the home energy costs; and
- Your property includes other classes of property along with a portion classified as "residential taxable" based on the current property assessment issued under the Assessment Act.

The amount of your rebate will be calculated based on the portion of residential area of the total area of the property.

To qualify for a rebate, you must have paid HST on your energy purchase.

Landlords and condominium corporations may qualify for the rebate.

### **Apply for a rebate**

#### **Time available to apply for rebate**

If you have paid HST on your residential use energy purchase and the rebate was not deducted from your bill, you have 24 months from the date of purchase to apply for your rebate.

#### **Applying for a rebate on other home energy products**

Complete the application form in full.

Include all receipts for the home energy purchases.

Please ensure that your receipts indicate the following:

- Supplier's HST number
- Amount of HST paid
- Date of the purchase
- Nature of the product (e.g. wood, wood pellets)

Invoices and/or receipts issued in the name of a person other than the applicant will not be accepted.

### **Consumers**

Consumers who purchase residential use energy not eligible for the rebate at the point of sale need to apply for their rebate.

If the property you reside in is a qualifying property, you will have to use: (See [Consumer Application](#))

#### **Submitting a Consumer Application**

You may submit a consumer application when your rebate;

- totals \$30.00 or more; or
- covers a period of 12 months or more

#### **Submitting a Landlord and/or Mixed Residential/Commercial/Resource Farm Property Application**

If your property is a mixed-use property, you will have to use:

(See [Landlord and/or Mixed Residential/Commercial/Resource Farm Application](#))

You may submit one application each quarter (April, July, October and January).

If your fuel usage is 100% residential and you submit an initial mixed use application, you will receive a declaration to sign stating that your energy use is 100% residential. If you sign the declaration and return it to Service Nova Scotia, you will be able to submit future applications using the simpler:

(See [Consumer Application](#))

## Landlord Properties

If your property is defined as a "residential property" under Section 26 of the Assessment Act:

- you pay the home energy costs for tenants and/or residential common areas such as stairwells, hallways, laundry room, storage and parking; and
- you are a landlord as defined in Section 2 of the Residential Tenancies Act,

you will qualify for a rebate.

Your fuel purchases and property must meet the eligibility requirements to have the rebate deducted from your energy bill. Otherwise, you will have to apply for your rebate using the:

(See [Landlord and/or Mixed Residential/Commercial/Resource Farm Application](#))

You may submit one application each quarter (April, July, October and January).

## Condominium Properties

If your property is defined as a "residential property" under Section 26 of the *Assessment Act*:

- you pay the home energy costs for tenants and/or residential common areas such as stairwells, hallways, laundry room, storage and parking; and
- you are a condominium corporation as defined in Section 3 of the *Condominium Act*,

you will qualify for a rebate.

Your fuel purchases and property must meet the eligibility requirements to have the rebate deducted from your energy bill. Otherwise, you will have to apply for your rebate using the

(See [Condominium Corporation Application](#))

You may submit one application each quarter (April, July, October and January).

## Completing an application form available on the website

Your Energy Rebate Program applications available on our website are PDF fillable forms that:

- may be printed and completed manually; or
- may be completed online and then printed; or
- may be downloaded from our website and completed on your computer and then printed.

## Authorizing someone else enquire about my application on my behalf

If you wish to authorize someone else to speak on your behalf concerning an application, you can fill out the section on the application authorizing a representative or you can submit a Letter of Authority form to authorize a representative.

(See [Letter of Authority](#))

## Calculating the rebate for a mixed-use property – special cases

### ***Property assessed as a mixed-use property but the only building heated is my residence***

A consumer with a mixed-use property must submit a mixed-use application form to apply for a rebate. The mixed-use application form was revised to include instructions on how to fill it out if you only buy fuel for residential use.

When your claim is processed, if your mixed-use application indicates that your purchases are 100% for residential use, you will be sent a declaration in the mail asking you to confirm that you do not heat any non-residential space on your property. Once you return the signed declaration, your application will be processed and you will be sent a consumer application. You may then use the simpler consumer application form for future claims.

## ***Commercial space is in a separate building***

There may be extenuating circumstances that allow a portion of the commercial property to be omitted from the calculation. Each situation will be evaluated on a case by case basis.

### ***Possible cases***

#### ***Separate commercial building that is shut down for part of the year and not heated while shut down.***

In this case, if the consumer provides additional documentation verifying the situation with their application, only the residential square footage being heated with the fuel needs be used to calculate the portion of the bill that is eligible for the rebate.

The additional documentation to be provided by the consumer must include the following information:

- Dates of operation of the commercial activity on the property;
- The commercial property is a separate building from the building containing residential space;
- Type of energy (if any) used to heat the commercial building when in operation;
- Square footage of the commercial building; and,
- Square footage heated by the fuel the rebate is being claimed for.

If the commercial building has no heat at all and the consumer has sent supporting documentation with their application, the space for the commercial building may be excluded from the calculation of the rebate.

If the commercial building is heated by the same energy type as the building containing the residential space, the total property space and total energy bill must be used for dates when the commercial activity occurred.

#### ***Separate commercial building with a separate fuel source for heating for commercial building vs building containing residential space.***

If the consumer feels it is more beneficial for them to do so, they may send in additional documentation verifying that the separate commercial building is heated by a different energy type than the building containing the residential space.

If the consumer sends in the additional documentation, the energy bill along with the square footage for the commercial property may be excluded from the rebate calculation. To calculate the rebate, the consumer is entitled to only the space usage in the building containing the residential property and the energy bill for it. To put it in plain terms: if you want to exclude the commercial space, you must exclude the commercial energy bill as well.

The additional documentation to be provided by the consumer must include the following information:

The commercial property is a separate building from the building containing the residential space:

- Type of energy used to heat the commercial building;
- Type of energy used to heat the building containing the residential space
- Square footage of the commercial building;
- Square footage of the building containing the residential space.
- Energy bill for commercial building; and,
- Energy bill for the building containing the residential space.