



For Office Use Only

File # _____

Condominium Corporation Application Information/Instructions

Application Information/Instructions

- Your Energy Rebate applies only to the provincial portion of the HST that you paid when purchasing home energy products. The rebate is limited to the amount of provincial portion of HST paid.
- Your Energy Rebate does not include delivery, equipment maintenance, repair or emergency service call costs or similar charges or costs.
- Please complete the entire form. An incomplete application may result in the form being returned, thereby causing a delay in processing the claim.
- You must submit all invoices and/or receipts to be included in your claim. **Invoices and/or receipts issued in the name of a person other than the applicant will not be accepted.**
- Receipts or invoices must show the following information:
 - HST # of the Supplier
 - Date of Purchase
 - HST Paid
 - Energy Type Purchased (e.g. oil, wood, wood pellets, kerosene, propane, electricity, natural gas, etc.)
- Once received, if the application meets all requirements, applicants should receive payment within 4–6 weeks.
- An application must be received by Service Nova Scotia within 24 months from the date of purchase of the energy type.
- Applications may be submitted only in April, July, October and January of each year.
- **Applicants must submit a separate application for each property.**
- Additional applications are available online (see web address on page 4) or by calling 902-424-5200 or 1-800-670-4357 (toll free) or from all Access Nova Scotia offices.

**Condominium Corporation
Application for Your Energy Rebate**

Section 1 - Applicant Information (Please print all information in block letters.)

A. Do you have commercial activity at the property related to this claim? Yes No

B. Name of Applicant (Rebate Cheque will be issued in this name)

If a Company

Operating Name _____
CRA BN# _____

If an Individual

Name _____
(first, middle initial, last)

C. Contact Information

Contact Name _____ Contact Title _____
Primary Phone # _____ Email Address _____
Fax # _____ (If applicable) _____

D. Address Information

Civic Address of Applicant Street No. and Name (Unit/Suite/Apt # - if applicable)	Mailing Address of Applicant (if different than civic) Street No. And Name (Unit/Suite/Apt #/PO Box or RR #)
_____	_____
_____	_____
City, Town or Village Province Postal Code	City, Town or Village Province Postal Code

Civic Address of Property Related to this Claim (if different than Applicant's civic address)
Street No. And Name (Unit/Suite/Apt # - if applicable) City, Town or Village Province Postal Code

Section 2 - Invoice/Rebate Details and Worksheet (Please attach invoice and/or receipts)

Condominium Corporation # _____ Do you have a common area? Yes No

Average size of units _____ (sq. ft.) # of residential units _____

Note: Only Common Areas that are reasonably necessary for residential purposes may be included in the calculation of residential space.

A. Building Space Calculation

A Total Building Space (sq. ft.)	B Total Non-Residential Space (sq. ft.)	C Total Residential Space (sq. ft.)	D % Eligible (C ÷ A x 100)
e.g., 10,000 sq. ft.	2,000 sq. ft.	8,000 sq. ft.	80.0%

B. Claim Period

Do you want your invoices returned? Yes No

Indicate the Quarter(s) and year applicable to this claim.

Jan 1 - Mar 31 Apr 1 - Jun 30 Jul 1 - Sept 30 Oct 1 - Dec 31

_____ Year _____ Year _____ Year _____ Year

C. All Energy Types Worksheet (Please attach all applicable invoices and/or receipts.)

* Energy Type - Oil (Furnace or Stove), Propane, Kerosene, Wood, Wood Pellets, Coal, Natural Gas and Electricity.

*Energy Type (see list above)	Purchase Date	Invoice #	Energy Cost (Amount before HST)
eg. Oil	December 1, 2017	111223	500.00

Subtotal

(E)

Eligible Percentage - (Enter "D" from Section A)

(F)

Eligible Amount - (E) X (F)

(G)

(H)

X .10

Rebate amount

(G) X (H)

Section 3 - Application Declaration

I hereby certify that:

- The information contained on this application is true, complete and correct in every respect
- I am a duly authorized official or agent of the applicant
- The energy sources purchased and covered by this claim were for residential or mixed residential/commercial purposes.
- The amount was not previously claimed
- All relevant documents are available for inspection and/or audit
- It is acknowledged that property tax information may be used in an audit of my claim
- All invoices/receipts are attached.

Applicant's Name (*Please print*)

Applicant's Signature

Date

d	d	m	m	y	y	

Applicant's Title

Note: It is a serious offence to make a false application for this rebate and action to do so may result in criminal charges and/or a fine.

Return original copy of rebate application to:

By Mail:

Service Nova Scotia
P.O. Box 2632
Halifax, Nova Scotia
B3J 3P7

By Delivery:

Service Nova Scotia
Maritime Centre, 9th Floor North
1505 Barrington Street
Halifax, Nova Scotia

For more information

Website: novascotia.ca/rebate-equal-provincial-portion-hst-paid-home-energy-products-or-commercial-electricity-your-partly-residential-condominium-property

Call: (902) 424-5200 (metro) or (toll free in Nova Scotia) 1-800-670-4357

Email: yourenergyrebate@novascotia.ca