

## Condominium Corporation Application for Your Energy Rebate

### 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.
- 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 and Municipal Relations 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 at: <http://gov.ns.ca/snsmr/pdf/ans-yerp-condominium.pdf> or by calling 424-5200 or 1-800-670-4357 toll free or from all Access NS/Registry of Motor Vehicles Offices.

**Section 1 - Applicant Information** (Please complete either B or C, but not both) (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 Organization or Company** or **C. Name of Individual**

Operating Name \_\_\_\_\_  
CRA BN# \_\_\_\_\_

Name \_\_\_\_\_  
(first, middle initial, last)

**D. Contact Information**

Contact Name \_\_\_\_\_  
Primary Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_

Contact Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
(If applicable) \_\_\_\_\_

**E. Address Information**

Civic Address of Applicant  
Street No. and Name (Unit/Suite/Apt # - if applicable)  
\_\_\_\_\_  
\_\_\_\_\_  
City, Town or Village Province Postal Code  
\_\_\_\_\_ NS \_\_\_\_\_

Mailing Address of Applicant (if different than civic address)  
Street No. And Name (Unit/Suite/Apt #/PO Box of RR #)  
\_\_\_\_\_  
\_\_\_\_\_  
City, Town or Village Province Postal Code  
\_\_\_\_\_ NS \_\_\_\_\_

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 \_\_\_\_\_ NS \_\_\_\_\_

**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**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Total Building Space (sq. ft.)	Total Commercial Space (sq. ft.)	Total Residential Space (sq. ft.)	% Eligible (C ÷ A x 100)
eg. 10,000 sq. ft.	2,000 sq. ft.	8,000 sq. ft.	80%

**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





**Section 3 - Rebate Summary**

Amount of Rebate - All Energy Types Worksheet (1) on Page 3	
Amount of Rebate - All Energy Types Worksheet (2) on Page 4	
Total Amount of Claim	

**Section 4 - 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                      dd-mm-yy

\_\_\_\_\_  
Applicant's Title

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

**– Note: Any additional comments can be written on the back of this form –**

**Service Nova Scotia and Municipal Relations**

P.O. Box 2632 Halifax, NS B3J 3P7

Need Help? Contact us at: (902) 424-5200 or (toll free in Nova Scotia) 1-800-670-4357  
or visit us online: <http://www.yourenergyrebate.ns.ca> or email us at: [yourenergyrebate@gov.ns.ca](mailto:yourenergyrebate@gov.ns.ca)