

Landlord and/or Mixed Residential/Commercial/Resource Farm 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.
- The Energy Rebate only applies to residential use energy.
 - If the Application is for a multi-use property, please complete the entire form. An incomplete application may result in the form being returned, thereby causing a delay in processing the claim.
 - If the Application is for a 100% residential use property, please complete only:
 - Section 1** (Page 2)
 - Section 2 A.** (Page 2) Need only indicate 100% in Box D and date of purchase.
 - Section 2 B.** (Page 3) and/or **Section 2 C.** (Page 4)
 - Section 3 & 4.** (Page 5)
- 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://www.gov.ns.ca/snsmr/pdf/ans-yerp-landlord-mixed-use.pdf> or by calling 424-5200 or 1-800-670-4357 toll free or from all Access NS/Registry of Motor Vehicles Offices.

Landlord and/or Mixed Residential/Commercial/Resource Farm Application for Your Energy Rebate

Section 1 - Applicant Information (Please complete either B or C, but not both)

A. Do you have commercial activity at the property related to this claim? Yes No
 Are you a landlord? Yes No **(Please print all information in block letters.)**

B. Name of Organization or Company or **C. Name of Individual**

Operating Name _____ CRA BN# _____	Name _____ (first, middle initial, last)
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D. Contact Information

Contact Name _____ Primary Phone # _____ Fax # _____	Contact Title _____ Email Address _____ (If applicable) _____
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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) Street No. And Name (Unit/Suite/Apt #/PO Box of RR #) _____ _____ City, Town or Village Province Postal Code _____ NS _____
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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)

Property Tax Assessment # _____ 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)

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 for 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