



PO Box 280, 136 Hammond Street
Shelburne, Nova Scotia B0T 1W0

**APPLICATION FOR RESIDENTIAL LOW INCOME
PROPERTY TAX EXEMPTION**

2019/2020

Please indicate if you have a bank or mortgage-holder who pays your property tax bill, or if you pay the property bill directly to the Municipality of Shelburne:

MORTGAGE PAY DIRECTLY

Name of Assessed Property Owner(s): _____

Complete Mailing Address: _____

Telephone Number: _____

Customer Code: _____ **Assessment Account Number:** _____

Name of person(s) living year-round at the residence: _____

Do the above listed person(s) live at the residence year-round and is this their primary residence?

Yes No

TAXES MUST BE PAID IN FULL TO QUALIFY, SEE BACK OF FORM FOR EXEMPTION AMOUNTS:

- 1. Owner(s) Income * \$ _____
- 2. Spouse's Income * \$ _____
- 3. Other Resident(s) Income * \$ _____
- 4. Total Household Income (not to exceed \$ 25,000) \$ _____

*Income amount can be found on line 150 of your Canada Revenue Agency's Notice of Assesment. A copy of your 2018 Notice of Assesment must be included with this application.

I/We hereby certify that I/We are the owner(s) and permanent year round resident(s) of the property, and use this as my/our primary residence, for which I am requesting an exemption for the 2019/2020 tax year. I/We hereby swear that the above information is a true and accurate statement.

Signature of Assessed Owner(s): _____

APPLICATIONS ARE REQUIRED TO BE RETURNED BY FEBRUARY 28, 2020

Monday - Friday 9:00am to 4:30pm

HOW TO FILL OUT YOUR FORM

After you have filed your personal income taxes for the current year and have received your Notice of Assessment back from Canada Revenue Agency confirming your income, you can then complete your application. All taxes must be paid in full before the application will be considered.

Notice of Assesment (Income Tax Return): This is the letter that Canada Revenue Agency sends back to you after you have filed your income tax return for the year. This form states your total income and whether or not you owe the Canada Revenue Agency money or are receiving a refund from them. If you do not have your Notice of Assessment from the Canada Revenue Agency, you can call 1-800-959-8281 or visit their website at <https://www.canada.ca/en/revenue-agency.html>

Note: *This form is not your property assesment notice received from Property Valuation Service (PVSC), and is not the Notice of Assessment for HST rebates.*

If An Assessed Owner is Deceased: You will need to submit a copy of the death certificate for a member of the household who is deceased and is a registered owner on the property to the Provincial Assessment Office to update the property ownership record.

INTERNAL USE ONLY

Exemption Amount:

\$20,000 or less	\$ 400.00	<input type="checkbox"/>
\$22,500 or less	\$ 200.00	<input type="checkbox"/>
\$25,000 or less	\$ 100.00	<input type="checkbox"/>

Authorized By _____ Date: _____

Processed by: _____ Date: _____

Reviewed by: _____ Date: _____

If you require assistance in filling out this form, please contact us:

Email: finance@municipalityofshelburne.ca

Phone: 902-875-3544 ext. 228

In Person: 136 Hammond Street
Shelburne, NS

Hours: Monday to Friday
9:00am to 4:30pm