



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

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

**2018/2019**

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 2017 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 2018/2019 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, 2019**

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