

Application for the CAP Assessment Program

What is the CAP Assessment Program?

The CAP Assessment Program (CAP) is a program designed to protect Nova Scotia property owners from dramatic increases in market value assessment by limiting or “capping” annual taxable residential assessment increases in eligible properties.

Am I eligible for the CAP on my assessment?

In order to qualify for an assessment cap, your property must:

- be at least 50% owned by a Nova Scotia resident
- be classified as taxable residential or taxable vacant resource property
- have an increase in market value assessment greater than the CAP percentage excluding any new assessment value as a result of construction or renovations to the property
- have not sold/transferred, or if sold/transferred, then only to certain close relatives such as a spouse, child, grandchild, great grandchild, parent, grandparent, brother or sister. The property may also be sold/transferred to family trusts or farm cooperatives and remain eligible.

How do I apply?

Fill out the attached application form and send to:

Service Nova Scotia and Municipal Relations
P.O. Box 6886
Port Hawkesbury, Nova Scotia B9A 2W2

Or drop it off at your Regional Assessment Office

- Property owners who may be eligible only need to complete the application once - your application is maintained for future years.
- If the property is owned by multiple owners, only one application is required on behalf of all owners and the application is maintained for future years.
- If you own more than one property, it is necessary to submit an application for each property you wish to have considered for the CAP.

Your application must be received by September 30

What happens once I apply?

Once we receive your application, it will be processed to determine eligibility. You will be notified of the result of your application in January when you receive your formal assessment notice.

Where do I get more information?

Visit our website at www.nsassessment.ca/cap or call us at 1-800-667-5727.



HOW TO COMPLETE AND SUBMIT YOUR CAP APPLICATION FORM

There are six (6) steps in completing your application form. Please provide as accurate information as possible. All sections must be completed in order to process your application. If the property has more than one owner, only one person need apply per property. If you own more than one property, it is necessary to make an application for each individual property.

If you require assistance to complete your application form or for additional information, please call **1-800-667-5727** or visit www.nsassessment.ca/cap and click on the FAQ link.

STEP 1: PROPERTY AND OWNER INFORMATION

Please provide your property information. All sections must be completed in order to process your application.

- **Assessed Owner:** Name of the assessed owner on the property account.
- **Assessment Account Number (AAN):** You can find your AAN on your assessment notice, previous notices, or by contacting your local assessment office.
- **If the property is a condominium** please indicate if it is owner occupied.
- **Address of Property:** Physical address/location of the property for which you are applying.

STEP 2: NOVA SCOTIA RESIDENCY

The assessed owner must be a Nova Scotia resident in order to qualify for the CAP Program. For the purposes of the CAP Program, a resident of the Province of Nova Scotia must reside in the province at least 183 days per year.

STEP 3: FAMILY TRANSACTIONS

For the purpose of determining your eligibility, please indicate all property sales/transfers involving a family member since January 1, 2001. Property transactions could include sales, transfers, title clearances and name changes but not mortgage documents. Please indicate if previous owner was a spouse, child, grandchild, great grandchild, parent, grandparent, brother or sister, or family trust or farm cooperative. If you require assistance, please contact your local assessment office.

STEP 4: CONTACT INFORMATION

If we need to contact you for information about this application, please indicate your preferred method of communication.

If it is preferred that we contact someone other than who is listed as the assessed owner, please provide their contact details.

STEP 5: SIGNATURE

After completing, be sure to sign and date your application. If you are not the assessed owner of the property please indicate relationship to the owner. **Please make a copy for your records.**

STEP 6: RETURN YOUR COMPLETED FORM

Please return your completed form:

By mail: Service Nova Scotia and Municipal Relations
P.O. Box 6886
Port Hawkesbury, Nova Scotia
B9A 2W2

Drop off: Your local assessment office

Your application must be received by September 30.

You will be notified in January of the result of your application(s) with your formal assessment notice(s).

* Legislation for the CAP program can be found in section 45A of the Nova Scotia Assessment Act at <http://www.gov.ns.ca/legislature/legc/>

1 PROPERTY INFORMATION

Assessment Account Number (AAN): _____

Assessed Owner: _____

Condos: Is this condo owner occupied?
 Yes No

For office use only
 Juri _____
 MU _____

Address of Property:

2 NOVA SCOTIA RESIDENCY

I, _____ (please **print** full name), the assessed owner of the above property, am a resident of the Province of Nova Scotia. This property is at least 50% owned by Nova Scotia residents.

3 FAMILY TRANSACTIONS

For the purpose of determining your eligibility, please indicate all property transfers or sales since 2001, to a family member (spouse, child, grandchild, great grandchild, parent, grandparent, brother or sister or family trusts and farm cooperatives). Please indicate the name of the previous owner and your relationship to them.

History of Property Transactions (if applicable):

Date of transaction: _____	Previous Owner: _____
	Relationship to Previous Owner: _____
Date of transaction: _____	Previous Owner: _____
	Relationship to Previous Owner: _____
Date of transaction: _____	Previous Owner: _____
	Relationship to Previous Owner: _____
Date of transaction: _____	Previous Owner: _____
	Relationship to Previous Owner: _____
Date of transaction: _____	Previous Owner: _____
	Relationship to Previous Owner: _____

4 CONTACT INFORMATION

If we need to contact you for information about this application, please indicate your preferred method of communication by checking one of the following boxes.

E-mail **Telephone** **Fax** **Mail**

Please provide your contact information: _____

Is the above listed person the property owner? Yes No

5 SIGNATURE

I, the undersigned, confirm the information presented to be correct to the best of my knowledge.

Signature of assessed owner: _____ Date: _____

If you have questions or require additional information, please visit our website at www.nsassessment.ca/cap or call 1-800-667-5727. Please make a copy of this application for your files.

6**RETURN YOUR COMPLETED FORM BY SEPTEMBER 30****Please return by mail to:**

Service Nova Scotia and Municipal Relations
P.O. Box 6886
Port Hawkesbury, Nova Scotia B9A 2W2

Or drop it off at your nearest Regional Assessment Office:**CENTRAL REGION**

Central Region
Assessment Office
2nd Floor, Torrington Place
780 Windmill Rd
Dartmouth, NS B3B 1T3
tel: (902) 424-5225
toll free: 1-800-667-5727

EASTERN REGION

Eastern Region
Assessment Office
500 George Street
Sydney, NS B1P 1K6
tel: (902) 563-2150
toll free: 1-800-529-7708

Port Hawkesbury
Assessment Sub-office
811 Reeves St. Unit 12
Chediac Plaza
Port Hawkesbury, NS B9A 2S4
tel: (902) 625-4250
toll free: 1-800-529-7708

NORTHERN REGION

Northern Region
Assessment Office
136 Esplanade St
Truro, NS B2N 2K3
tel: (902) 893-5800
toll free: 1-800-280-8963

SOUTHERN REGION

Southern Region
Assessment Office
P.O. Box 470
270 Logan Rd
Bridgewater, NS B4V 2X6
tel: (902) 543-2267
toll free: 1-800-380-7775

Yarmouth-Clare
Assessment Office
10 Starrs Rd
Yarmouth, NS B5A 2T1
tel: (902) 742-7143
toll free: 1-800-532-8880

WESTERN REGION

Western Region
Assessment Office
87 Cornwallis St
Kentville NS B4N 2E5
tel: (902) 679-6106
toll free: 1-800-280-8979



Service Nova Scotia
and Municipal Relations