

Application for the 2006 CAP Assessment Program

What is CAP and how does it affect me?

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 transferred, or if 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 transferred to family trusts or farm cooperatives and remain eligible.

How do I apply?

- 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 a CAP.

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

We must receive your application by no later than September 30, 2005

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 2006, 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 ASSESSMENT 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 INFORMATION

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

- **Assessment Account Number:** If your Assessment Account Number is not printed on the form please include. If you don't know your Assessment Account Number, please check your assessment notice, previous notices, or contact your local assessment office.
- **If the property is a condominium** please indicate if it is owner occupied.
- **Assessed Owner/Street Address of Property:** If you are unsure who is the Assessed Owner and/or the civic address of the property, please check the name and address that appears on the assessment notice or contact your local assessment office.

STEP 2: NOVA SCOTIA RESIDENCY

You must be a Nova Scotia resident in order to qualify for the CAP program. For the purposes of the CAP Assessment 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 transfers involving a family member since January 1, 2001. Property transfers could include sales, 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 regional 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. **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

The application must be received in our office no later than September 30, 2005.

Property owners will be notified in January 2006 of the result of their application with their formal assessment notice.

* 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/>

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PROPERTY INFORMATION

Juri _____ (office use only)

Assessment Account Number AAN: _____

Street Address of Property:

Assessed Owner: _____

If this is a condo, is it owner occupied?

Yes No

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NOVA SCOTIA RESIDENCY

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

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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: _____

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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

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SIGNATURE

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

Signature of 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****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
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 Pl
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
PO Box 480
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