

## Application Form

Please complete this application form and submit the required supporting documentation. Instructions for completing and submitting the application can be found in Section E.

<b>Section A – Applicant Information</b>			
<b>Primary Applicant Information (Use legal names and please print clearly)</b>			
First Name	Middle Name	Last Name	
Address ( <b>PO Boxes will not be accepted</b> )	City	Postal Code	
Email Address	Home Phone ____ - ____ - ____	Cell Phone ____ - ____ - ____	
Date of Birth (DD/MMM/YYYY)			

<b>Secondary Applicant/Contact Person (If different from Primary Applicant)</b>			
First Name	Middle Name	Last Name	
Address	City	Postal Code	
Province	Country		
Email Address	Home Phone ____ - ____ - ____	Cell Phone ____ - ____ - ____	

<b>Please indicate which of the following program(s) you are applying for. (Check all that apply)</b>		
<input type="checkbox"/> Water & Waste Rebate Programs <i>Complete Section B</i>	<input type="checkbox"/> High-Efficiency Water Retrofit Program <i>Complete Sections B and C</i>	<input type="checkbox"/> Municipal Property Tax Deferral Program <i>Complete Section D</i>

<b>Section B – Water &amp; Waste Rebate Programs</b>	
Are you a Water & Waste Account holder? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, the household is not eligible for this program)	Water & Waste Account Number _____ (12-digit Account Number) <i>See your monthly City of Regina Water &amp; Waste Bill</i>

<b>Section C – High-Efficiency Water Retrofit Program</b>
Do you own the property? <input type="checkbox"/> Yes <input type="checkbox"/> No ( <i>Please complete the Owner Consent Form.</i> )

# Water, Waste & Municipal Tax Affordability Programs

<b>Section D – Municipal Property Tax Deferral Program</b>	
What amount would you like to defer? (Check One) <input type="checkbox"/> \$600 <input type="checkbox"/> \$1,200 <input type="checkbox"/> Municipal Tax Increase  Property Tax Account Number: _____ (8-digit Account Number)	<i>The program administrator will contact you with additional information.</i>

<b>Household Income Verification</b>	
How many people live in the household? <i>(The household includes all persons, including children, who normally reside in the household)</i>	
What is the total household income of all persons, aged 18 years or older? <i>(Total income from line 15000 of each Notice of Assessment)</i>	\$

<b>Privacy</b>
All personal information collected on this form is handled and maintained in accordance with the City of Regina’s Customer Privacy Policy which is available on our website at Regina.ca. <b>Supporting documentation will be destroyed as soon as the information has been verified for program eligibility. Any information retained for program evaluation will be aggregated to protect your personal information.</b>

<b>Agreement</b>		
I, the undersigned, hereby certify that I have read and understood the terms and conditions listed for the programs for which I am applying. I agree to abide by the terms and conditions as outlined.		
Primary Applicant <small>(Print Name)</small>	Signature	Date: (dd-mmm-yyyy)
Secondary Applicant <small>(Print Name)</small>	Signature	Date: (dd-mmm-yyyy)

<b>For Office Use Only</b>	
Date Received: (dd-mmm-yyyy)	Received by:
<b>Applicant Eligibility Verification</b>	
<input type="checkbox"/> Total Household Income	\$ _____
<input type="checkbox"/> Confirmation of Disability	
<input type="checkbox"/> Confirmation of Age	≥ 65

# Water, Waste & Municipal Tax Affordability Programs

## Section E - How to Fill Out Your Application

**Please complete this application form and submit the required supporting documentation. Incomplete applications will be returned to you with instructions as to what is missing.** Your application is important to us and will be processed in the order it is received. The average processing time is 2-3 weeks from the date received. Processing time may vary based on the volume of mail received. If you have questions or require additional information, please visit Regina.ca, call 306-510-3998, or email APRSprograms@regina.ca.

Applications may be submitted:

- In-person from 8:30 a.m. to 4:30 p.m. Monday to Friday at one of the following locations:
  - Service Regina at City Hall, 2476 Victoria Avenue
  - Northwest Leisure Centre, 1127 Arnason Street
  - Sportplex, 1717 Elphinstone Street
  - Sandra Schmirler Leisure Centre, 3130 East Woodhams Drive
- Mailed to Assessment and Property Revenue Services (City Hall, 2476 Victoria Avenue, PO Box 1790, Regina, SK S4P 3C8)
- Emailed to APRSprograms@regina.ca

## Eligibility and Supporting Documentation

Program	Required Documentation
All	<ul style="list-style-type: none"> <li>• Identification/Proof of age (See Requirement 1)</li> <li>• Proof of household income (See Requirement 2)</li> <li>• Proof of disability (if applicable) (See Requirement 3)</li> </ul>
High-Efficiency Water Retrofit	<ul style="list-style-type: none"> <li>• Applicants who do not own their residence must also submit a Property Owner Consent Form (See Requirement 4)</li> </ul>

### Age/Disability

There is at least one senior citizen or person living with a disability living in the household.

- A senior citizen is a person age 65 or older or who will be 65 years or older in the year the application is submitted (or the year in which a tax deferral is received).
- A person is considered to be a person living with a disability if they have a significant and enduring disability that is permanent in nature and/or individuals assessed as having a temporary disability that impacts their capacity to attain full-time employment.

### Requirement 1 – Identification/Proof of Age

One of the following is required for each Applicant:

- Valid (non-expired) government-issued identification showing the Applicant's legal name, birth date, and signature; **OR**
- Two pieces of other government-issued identification that together show the Applicant's legal name, address, date of birth, and signature.

*A utility bill or a piece of mail from the government can be used to confirm the address.*

### Requirement 2 - Proof of Household Income

The following is required **for each person 18 years of age or older** living in the household:

- Canada Revenue Agency Notice of Assessment (NOA) from the last year,

If the total income from line 15000 of all persons 18 years or older living in the household is less than the amounts listed below, you may be eligible for the Water and Municipal Tax

# Water, Waste & Municipal Tax Affordability Programs

Affordability Programs. If you do not have a copy of your NOA, please obtain a copy by calling the Canada Revenue Agency at 1-800-959-8281 or visit [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount).

The low-income eligibility is based on the combined income for everyone in the household age 18 or older and is based on the Before-Tax Low Income Cut-Off established by Statistics Canada for Regina. The cut-off itself is calculated every year and depends on how many people are in the household, including those under the age of 18 (see table).

Household size (No. of Persons including children)	1	2	3	4	5	6	7+
2023 Before-Tax Low-Income Cut-Off	\$26,290	\$32,727	\$40,234	\$48,851	\$55,404	\$62,488	\$69,571

### Requirement 3 - Proof of Disability

If there is a person with a diagnosed disability in the household.

- One of the following is required:
  - A Disability Impact Assessment
  - Letter from a Doctor confirming disability
  - CNIB card; **OR**
  - A statement of disability income from one of the following:
    - Saskatchewan Assured Income for Disability (SAID)
    - Canada Pension Plan (CPP) Disability
    - Workers' Compensation Board (WCB)
    - Motor Vehicle Accident Insurance
    - Private or Employer Disability Insurance; or
    - Disability programs offered by a professional association.

### Requirement 4 - Property Owner Consent

If you rent your residence and are applying for the High-Efficiency Water Retrofit Program, you must also submit a completed Property Owner Consent Form. This form can be found at City Hall, major City leisure centres, or online at Regina.ca.