

AFRICAN NOVA SCOTIAN COMMUNITIES RETROFIT

APPLICATION

Your community (*check one*):

PRESTON TOWNSHIP	North Preston	East Preston	Cherry Brook	Lake Loon
GUYSBOROUGH	Sunnyville Mulgrave	Lincolntonville	Upper Big Tracadie	Monastery
First Name:			Last Name:	
Address:				
City or Town:			Postal Code:	
Phone:			Alternative Phone:	
Email:				

Authorized representative			
Name:			
Phone:		Relationship:	
Do you identify as African Nova Scotian?			
Yes No			
Do you own your home?			
Yes No			
How many people live in your house (including yourself)? _____			
Adults (18 years or older) _____ Children (under 18 years old) _____			
What type of home do you live in? (<i>check one</i>)			
Single Unit (detached) Duplex or Semi-detached Townhouse Mobile Home			
Approximate age of the home			
Do you have clear title to your property?		Yes No Not sure	

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How do you currently heat your home? (<i>check all that apply</i>)				
Oil	Wood	Electric	Propane	Other
What type of retrofit service are you interested in? (<i>check all that apply</i>)				
<p>Home Energy Assessment</p> <p>Transition from oil heat</p> <p>Heat pump(s)</p> <p>Insulation</p> <p>Exterior doors and/or windows (weather proofing and sealant)</p> <p>LED lights and other energy efficient products installed</p> <p>SolarHome installation</p>				

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PERSONAL INFORMATION COLLECTION POLICY

Collection, Use and Disclosure

As part of the due diligence process which **AFRICAN NOVA SCOTIAN COMMUNITIES RETROFIT PILOT** ("ANSC") undertakes in connection with Efficiency Nova Scotia, ANSC collects information (which may include personal, confidential, non-public, or other information) from applicants of the ANSC program.

The information collected on individuals is obtained through various sources including but not limited to obtaining completed ANSC program applications, documentation provided by applicants, property online searches and contacting references.

This information is gathered in order that ANSC may use it for the following purposes:

- to verify the information that has been provided (such as annual income, proof of property title, rental agreements, estate documents, death certificates);
- to consider your eligibility to receive services and products of the ANSC program;
- to consider if your house meets the requirements for retrofitting and/or assessments;
- to perform other assessments as required by and to ensure compliance with ANSC policies and other legal and regulatory requirements.

The information ANSC collects may also be disclosed to regulatory agencies and organizations to comply with regulatory requirements or as permitted or required by law, and they may use it in their own assessments for the purposes described above.

As indicated above, ANSC may seek to verify personal information you provide about yourself, in particular your property title ownership and/or your relationship with the prescribed owner.

ANSC uses third parties, including its legal counsel ("Service Providers"), to collect, process and analyze information and/or provide other administrative services. In this regard, ANSC shares the information with our carefully selected Service Providers in the fulfillment of the above purposes.

ANSC collaborates with community partners, and community navigators within the African Nova Scotian community to collect applicant information on your behalf and/or provided other administrative and support services. ANSC may contact these community navigators to receive your application or documentation you have provided them with, in support of completing your application and program service.

The Community Navigators and Community Partners used by ANSC are in place for all African Nova Scotian applicants to ANSC's programing and services. They play an integral role in building capacity within the ANSC's program and supporting applicants in completing their application and obtaining services. Further, the Program Manager and ANSC's staff are responsible for the overall delivery of the Program.

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PERSONAL INFORMATION COLLECTION POLICY

Security

The personal information that is retained by ANSC is kept in a secure environment and is updated from time to time. Only those employees of ANSC and of ANSC's Service Providers who require access to your information to accomplish the purposes identified above, will be given access to your file. Employees of ANSC who have access to your information are made aware of how to keep it confidential.

THIRD PARTY CONSENT

TO: **AFRICAN NOVA SCOTIAN COMMUNITIES RETROFIT PILOT**

I have read and understood the above ANSC program Information Collection Policy (the "Policy") and I hereby consent to the collection, use and disclosure of my personal information by ANSC, Community Partners and Community Navigators and its Service Providers in accordance with the Policy.

Date

Signature

Name **(Please Print)**

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By signing this application, I (we) hereby confirm and acknowledge full understanding of the content of this application along with the collection, use and disclosure of personal information. I (we) confirm the information provided is accurate, and that I (we) are willing to move to the next stage of the African Nova Scotian Communities Retrofit program.

Please Print:

First Name

Last Name

Signature

Date (Day/Month/Year)

(Second applicant or Authorized Representative, if applicable) **Please Print:**

First Name

Last Name

Signature

Date (Day/Month/Year)

The below documents must be included when submitting your application to avoid delays for processing. Please check the boxes to confirm documents have been included.

Proof of income – a copy of the most recent Notice of Assessment from Canada Revenue Agency for yourself and any person part of your household over the age of 18. You can request a copy from the Canadian Revenue Agency at 1-800-959-8281.

Proof of home ownership – a copy of your property assessment notice, property tax bill or bill of sale. This must include your full name and civic address.

If you have any questions or require assistance with completing this application, please reach out to the African Nova Scotian Communities Retrofit team.

General Inquiries:

For any general inquiries, please email:
ansc@efficiencyns.ca
or 1-877-999-6035.

Drop-off or Mailing Address: If you prefer to drop off or mail your documents, please use the following address:

African Nova Scotian Communities Retrofit Program
Efficiency Nova Scotia
230 Brownlow Avenue, Suite 300
Dartmouth, NS B3B 0G5