



Canada Revenue  
Agency

Agence du revenu  
du Canada

# **GST/HST New Housing Rebate**

Includes forms GST190, GST191, GST191-WS, and GST515

## Is this guide for you?

This guide is for you if you built or bought a new or substantially renovated house, including a condominium unit and a mobile home, or you bought a share of the capital stock of a co-operative housing corporation. This guide is also for you if you built a major addition to your existing house or if you converted a non-residential property into your house. If there is more than one owner, all of the owners must be individuals. An individual cannot claim a goods and services tax/harmonized sales tax (GST/HST) new housing rebate if a partnership or corporation also owns the house.

This guide is not for you if you are a member of a partnership and the partnership built or bought the house, even if all partners are individuals. Partnerships and corporations are not entitled to claim the new housing rebate.

**Rental properties** – If you bought or built a house or other building that you intend to lease to individuals as a place of residence, see Guide RC4231, *GST/HST New Residential Rental Property Rebate*, to determine if you qualify for that rebate rather than the new housing rebate.

## GST/HST and Quebec

In Quebec, Revenu Québec administers the GST/HST. If you are filing a Type 1A or Type 1B rebate on a Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*, and the physical address of the builder is in Quebec, contact Revenu Québec at **1-800-567-4692**. For all other rebate types, if the physical address of the claimant is in Quebec, contact Revenu Québec.

## What's new?

Effective January 1, 2008, the GST rate was reduced from 6% to 5%, and the HST rate from 14% to 13%.

In certain cases, GST at 6% or 7% or HST at 14% or 15% will apply to the purchase of a new house even where ownership and possession are transferred after December 31, 2007. In this case, you may be entitled to claim a transitional rebate. For more information, see "GST/HST transitional rebate" on page 26.

If you have a visual impairment, you can get our publications in braille, large print, etext (CD or diskette), or MP3 by visiting our Web site at **[www.cra.gc.ca/alternate](http://www.cra.gc.ca/alternate)** or by calling **1-800-959-2221**. You can also get your personalized correspondence in these formats by calling **1-800-959-8281**.

# Table of contents

	Page		Page
<b>Definitions</b> .....	4	Documents you have to keep .....	15
<b>What is the new housing rebate?</b> .....	6	Rebate application types .....	15
What type of housing qualifies? .....	6	Application Type 1A or 2: You bought the house and land from the same builder .....	15
What type of housing does not qualify? .....	6	Application Type 1B or 5: You bought the house and lease the land from the same builder .....	16
Forms you have to complete .....	6	Application Type 3: Co-operative housing .....	17
<b>Owner-built houses</b> .....	7	<b>How to complete Form GST190</b> .....	18
Do you qualify for the rebate? .....	7	Section A – Claimant information .....	18
Forms you have to complete .....	7	Section B – House Information .....	18
Documents you have to send us .....	7	Section C – Housing and application type .....	18
Documents you have to keep .....	7	Section D – Builder information .....	18
When will you receive your payment? .....	8	Section E – Claimant’s certification .....	19
Filing deadline .....	8	Section F – Nova Scotia rebate .....	19
<b>How to complete Form GST191-WS</b> .....	9	Section G – Rebate calculation .....	19
Section A – Claimant information .....	9	<b>Modular home, mobile home, and floating home</b> .....	21
Section B – Construction information .....	9	Option 1 .....	22
Section C – Construction details .....	9	Option 2 .....	22
<b>How to complete Form GST191</b> .....	11	Option 3 .....	23
Section A – Claimant information .....	11	<b>Nova Scotia rebate</b> .....	23
Section B – House Information .....	11	Owner-occupant .....	23
Section C – Type of construction and housing .....	11	<b>Bed and breakfast and similar establishments</b> .....	25
Section D – Nova Scotia rebate .....	11	<b>GST/HST transitional rebate</b> .....	26
Section E – Rebate calculation .....	11	2008 transitional rebate .....	26
Section F – Certification .....	13	2006 and 2008 transitional rebates .....	26
<b>Substantial renovation, major addition, and conversion</b> .....	13	2006 transitional rebate .....	26
Substantial renovation .....	13	<b>Where to send your rebate form</b> .....	26
Major addition .....	14	<b>For more information</b> .....	27
Conversion .....	14		
<b>Houses bought from a builder</b> .....	14		
If the builder pays or credits the amount of the rebate to you .....	14		

## Definitions

This section explains some of the terms used in this guide and on the application forms. Not every term applies to every rebate claim, but understanding the terms that apply in your situation will help you to determine your eligibility and to complete your rebate application.

**Builder** – For the purpose of the new housing rebate, a builder is a person who is in the business of constructing or substantially renovating houses for sale. The house may be on land owned or leased by that builder. The term **builder** may also include the following:

- a manufacturer or vendor of a new mobile home or floating home;
- a person who buys an unoccupied new house for resale;
- a person who acquires an interest in a house as part of that person's business or trade while the house is under construction or substantial renovation, and completes or engages another person to complete the construction or substantial renovation; or
- a person who has converted non-residential property into a house without substantially renovating the property.

For rebate purposes, a person you hire to provide construction services on land you lease or own is not considered to be a builder. For example, a contractor you hire to build your new house, or to substantially renovate your existing house, is not normally considered to be the builder for rebate purposes.

**Condominium unit** – A condominium unit (an apartment unit or a townhouse, for example) is a unit for use as a place of residence that is, or is intended to be, a bounded space in a building designated or described as a separate unit on a registered condominium or strata lot plan or description (or similar plan or description registered under provincial law). A condominium unit includes any interest in the common areas as well as any interest in land pertaining to ownership of the unit.

**Co-operative housing corporation** – A co-operative housing corporation (co-op) is established to provide a residential unit to its members by way of lease, licence, or similar arrangement for occupancy as a place of residence. A co-op operates at or near cost and at least 90% of its members are individuals or other co-ops that have only one vote in the affairs of the co-op.

**Duplex** – A duplex is a building that contains two residential units under one legal title (separate legal title does not exist for the individual units). This includes a single-family house that has a separate apartment for rent.

**Fair market value** – If you build or substantially renovate your own house, or buy a house on leased land, the fair market value is the amount that a willing buyer would pay to a willing seller for the house, including the land. The fair market value of a house should be comparable to the value of similar houses in the local real estate market. Fair market value **does not include** provincial land transfer taxes or the GST/HST payable on the fair market value of the house.

**Floating home** – A floating home is a structure that is made up of a floating platform and a building that is permanently affixed to the floating platform and that is designed to be occupied as a place of residence for individuals. A floating home does not include any freestanding appliances or furniture sold with the structure, and it cannot be readily adapted for self-propulsion (it is not a house-boat or pleasure craft).

**House** – Generally, in this guide and the forms, house includes a detached or semi-detached house, a condominium unit, a townhouse, a unit in a co-operative housing corporation, a mobile or modular home, a floating home, or a duplex. It may also include nearby buildings such as a detached garage or shed, plus the land around and underneath them all, up to half a hectare (1.23 acres) or more in some cases (for example, when a municipality imposes a minimum lot size or where excess land is necessary to access public roads) that is reasonably necessary for the use and enjoyment of the house as a place of residence.

It may also include a bed and breakfast, a hotel, a motel, an inn, a boarding or lodging house, or similar structures where rooms are rented for short-term accommodation to the public. To be eligible for a new housing rebate in these cases, the building has to be used more than 50% as a place of residence by you or a relation, either individually or in combination. If 50% or less of the house that includes the bed and breakfast is used as your primary place of residence, or that of a relation, only the part that is the primary place of residence will be eligible for the new housing rebate.

**Major addition** – The addition should at least double the size of the liveable areas of your existing house, which is absorbed into the new one. An example would be adding a full second story to an existing bungalow. Along with doubling the size, the changes to the existing house and use of its rooms after construction should be so great that the existing house no longer exists.

The construction of a porch, sunroom, family room, or bedroom by itself is not considered to result in a newly built house.

**Mobile home** – A mobile home is a building, the manufacture and assembly of which is completed or substantially completed, that is equipped with complete plumbing, electrical, and heating facilities. It is designed to be moved to a site for installation on a foundation and connection to service facilities, and to be occupied as a place of residence. The definition includes a modular home, but it does not include travel trailers, motor homes, camping trailers, or other vehicles or trailers designed and used for recreational purposes. A mobile home does not include any freestanding appliances or furniture sold with the structure.

**Modular home** – A modular home is a factory-built house or building intended for residential occupancy made up of modules, with three walls and a roof or ceiling.

The home has to be equipped with complete plumbing, electrical, and heating facilities, and designed to be moved to a site for installation on a foundation and to be connected to service facilities, and used as a place of residence. In addition, the modules are to be in as finished a condition as possible before leaving the manufacturer's premises, considering that they must be transported. A modular home does not include any freestanding appliances or furniture sold with the structure.

A modular home is considered to be a mobile home for purposes of the new housing rebate.

**Possession** – For GST/HST purposes, possession generally means you hold, control, or occupy the property, that is, you pay property taxes, have the right to alter the land, take control of entry or access, or pay insurance coverage.

**Primary place of residence** – Primary place of residence means a house, owned jointly or otherwise, that is intended to be inhabited by an individual on a permanent basis. The intention to use the residence as a primary place of residence must be evident at the outset of acquiring, constructing, or substantially renovating the residence. Although an individual may build or acquire a new house in Canada, if his or her primary place of residence remains outside Canada, then the house in Canada would be a secondary place of residence and not qualify for the new housing rebate. A person may have more than one place of residence, but is considered to have only one primary place of residence. For purposes of the new housing rebate, a person who has more than one place of residence should consider some of the following factors as to whether the residence may qualify as the primary place of residence:

- whether the individual considers the house as his or her main residence;
- the length of time the premises are inhabited; and
- the designation of that address on personal and public records.

This means that you cannot claim a new housing rebate for an investment property or a recreational cottage that is not your primary place of residence.

**Proof of occupancy** – Proof of occupancy is the documentation that proves you occupy a new house. This proof could be:

- the new house insurance policy with dates and coverage;
- vehicle insurance or registration that shows the new address; or
- an invoice for telephone, hydro, or natural gas hookup.

**Purchase price** – The purchase price is the total amount paid for a new house less the GST/HST payable. If the new housing rebate was transferred to the builder and is included in the total amount paid, the amount of the rebate must be added to the total amount to determine the purchase price. It does not include land transfer taxes or any provincial sales tax that may be payable.

**Relation** – A relation means an individual related to you by blood, marriage, common-law partnership, or adoption within the meaning of the *Income Tax Act*.

Blood relation is limited to parents, children, or other descendants or siblings. Marriage relation includes your spouse or a person who is connected to your spouse by blood or adoption. A relation can also be your former spouse, or a former common-law partner.

**Residential trailer park** – A residential trailer park is a trailer park that includes at least two sites where the following two conditions have been met:

- 90% or more of the sites are, or are intended to be, supplied by way of lease, licence, or similar arrangement and continuous possession or use of a site is for at least:
  - 1 month, for mobile homes or other residential units; or
  - 12 months for travel trailers, motor homes, or similar vehicles that are not residential units.
- The sites would be suitable for use as a place of residence throughout the year by individuals occupying mobile homes (whether or not the park in fact has mobile homes). The sites must be serviced for use by a mobile home throughout the year.

A residential trailer park also includes any buildings, fixtures, and appurtenances to the park that are reasonably necessary for the use and enjoyment of the sites or for the operation of the park. If a person has two or more trailer parks that are located right beside each other, the sites in all of the trailer parks are considered under the conditions above, and where the conditions are met, the trailer parks are considered to be one residential trailer park.

**Substantial completion** – Substantial completion generally means that construction or substantial renovation of a house is at a stage where you can reasonably inhabit the premises. Minor repairs, adjustments, or outstanding upgrades are not considered to impair the use and enjoyment of the house as a place of residence.

**Substantial renovation** – Major changes have to be made to meet the definition of a substantial renovation. In a major renovation project, the interior of a building is essentially gutted. This type of renovation project qualifies as a substantial renovation. Generally, 90% or more of the interior of an existing house is the minimum that has to be removed or replaced to qualify as a substantial renovation (90% test).

**Trailer park** of a person means a piece of land the person owns or leases and that is only composed of:

- one or more sites where each site is, or is intended to be, supplied by the person by way of lease, licence, or similar arrangement to the owner, lessee, or person in occupation or possession of a mobile home, or a travel trailer, motor home, or similar vehicle or trailer, situated or to be situated on the site; and
- other land that is reasonably necessary for:
  - the use and enjoyment of the sites by individuals residing in or occupying mobile homes, or travel trailers, motor homes, or similar vehicles or trailers, situated or to be situated on those sites; or
  - the purpose of operating the park.

## What is the new housing rebate?

The new housing rebate is a rebate available to individuals who built or bought a new house. This rebate allows you to recover a part of the goods and services tax (GST) or the federal part of the harmonized sales tax (HST) that you paid on the purchase price or cost of building a new house. If your house is located in Nova Scotia, you may qualify for an additional rebate.

Depending on when you and the builder entered into your purchase and sale agreement for a new house, you may also be entitled to claim a 2006 transitional rebate, a 2008 transitional rebate, or both, if your purchase is subject to GST at 6% or 7% or HST at 14% or 15%. For more information, see “GST/HST transitional rebate” on page 26.

## What type of housing qualifies?

These types of housing qualify for the rebate:

- a house that you built, substantially renovated, or on which you built a major addition when you renovated the existing house, on land that you own or lease (you can do the work yourself or hire someone to do it);
- a new mobile home (this includes a modular home) or a new floating home that you bought from a builder (this includes a manufacturer or vendor);
- a new or substantially renovated house (including a condominium unit) that you bought from a builder (building and land);
- a new or substantially renovated house that you bought where you lease the land from the builder under the same agreement to buy the house and the lease is for 20 years or more, or gives you the option to buy the land;
- a share of the capital stock in a co-operative housing corporation (co-op) that you bought; or
- a non-residential property that you converted into your house.

If you renovated your house or built an addition to your existing house, see “Substantial renovation, major addition, and conversion” on page 13 to determine if the work you have done is extensive enough to consider your house as new.

### Note

In this guide, the term **house** is used to include many different types of housing. See “Definitions” on page 4 to find out what is meant by this term, as used in this guide.

## What type of housing does not qualify?

You cannot claim the new housing rebate if the house is not intended to be the primary place of residence for you or a relation. This means that you cannot claim the rebate for the purchase or construction of a cottage or an investment property.

However, you may qualify for the 2006 transitional rebate, the 2008 transitional rebate, or both rebates on the purchase of such a house. These transitional rebates apply to the purchase of all types of residential housing that are subject to GST at 6% or 7% or HST at 14% or 15%, depending on when you and the builder entered into the purchase agreement. For more information, see “GST/HST transitional rebate” on page 26.

## Forms you have to complete

### Owner-built houses

If you built a new house, substantially renovated your house, built a major addition when you renovated your existing house, or converted a non-residential property into your house, you have to complete two forms:

- GST191-WS, *Construction Summary Worksheet*; and
- GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*.

See “Owner-built houses” on the next page for more information on the conditions for claiming the rebate, the documents you have to send us, and the deadline for filing your rebate form. See pages 9 to 13 for line-by-line instructions on how to complete these forms.

### Houses purchased from a builder

If you bought a new or substantially renovated house from a builder or if you bought a share in a co-op, you have to complete Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*. For more information on the conditions for claiming the rebate, the documents you have to send us, and the deadline for filing your rebate form, see “Houses bought from a builder” on page 14. For the line-by-line instructions on how to complete this form, see pages 18 to 21.

### Mobile homes

If you bought a new mobile home, you can claim the rebate using either:

- Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder* if you want to claim the rebate only on the mobile home and related land, if any, the dealer sold you; or
- Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses* if you want to claim a rebate on the mobile home you purchased from a dealer and also on other items (such as the land, or an improvement to the land or mobile home) you purchased from another vendor.

For more information on mobile homes, see “Modular home, mobile home, and floating home” on page 21.

## Owner-built houses

### Do you qualify for the rebate?

As an individual, you can claim the rebate if you meet **all** of the following conditions:

- the property is a newly built or substantially renovated house (this includes a condominium unit and a mobile or floating home). This also includes a property that you converted from non-residential to your own residential use, or a major addition you built if you also made significant physical and functional changes to your existing house;
- the house is to be the primary place of residence for you or a relation;
- the fair market value of your house (including the building, land, and other structures such as a detached garage) is less than \$450,000 (it is the fair market value of the land plus the building when substantially completed, not the cost of construction, that must be used for this value);
- you, or a relation of yours, are the first occupant since the construction or substantial renovation began or, if you sell the house and transfer ownership before it is occupied by anyone, the sale is exempt from GST/HST (for information on when your sale of a house may be exempt, see “Did you sell the house before anyone occupied it?” below); and
- you paid the GST/HST on the land or the construction materials and services related to the construction or substantial renovation, or on the mobile home or floating home.

If two or more individuals construct or substantially renovate, or engage another person to construct or substantially renovate, a house, each of the individuals must meet all of the eligibility conditions, listed above, for a new housing rebate to be available. However, only one of the individuals may apply for the rebate (that is, only one can be the claimant).

#### Note

If the fair market value of your substantially completed house is \$450,000 or more, you may still be eligible for a rebate if your house is located in Nova Scotia. However, this rebate is available for new house construction only and not for a substantial renovation or conversion. For more information, see “Nova Scotia rebate” on page 23.

### Did you sell the house before anyone occupied it?

If you make an exempt sale of the house and transfer the ownership before you, or anyone else, occupied it, you may be eligible to claim a new housing rebate if you intended that the house would be the primary place of residence for you or a relation and all of the other conditions, discussed above, are met.

Generally your sale of a house will be exempt if you are not a builder of the house and you did not claim any input tax credits (ITCs) for the GST/HST payable on costs incurred to build or substantially renovate the house. If you are a builder, your sale of a house may be exempt if you previously accounted for the GST/HST on the fair market value of the house and you did not claim an ITC for the amount of that tax. For more information on exempt sales of housing, see GST/HST Memoranda 19.2.1, *Residential Real Property – Sales*.

### Forms you have to complete

**Form GST191-WS**, *Construction Summary Worksheet*.

You have to complete this form first. It will help you determine the amount of GST/HST you paid during the construction and it will help determine if you qualify for the rebate.

**Form GST191**, *GST/HST New Housing Rebate Application for Owner-Built Houses*. You have to complete this form to calculate your rebate amount.

These two forms are included in the middle of this guide.

Send both forms to:

**Summerside Tax Centre**  
**275 Pope Road**  
**Summerside PE C1N 6A2**

The Summerside Tax Centre processes all owner-built new housing rebate claims from across Canada, except for new housing located in Quebec.

If your new house is located in Quebec, visit the Revenu Québec Web site at [www.gouv.qc.ca](http://www.gouv.qc.ca) or call **1-800-567-4692** to find out how to claim a GST/HST new housing rebate and where to send your application.

### Documents you have to send us

In addition to the two forms, you have to send us proof of occupancy. Send us a copy of **one** of the following documents (photocopies are acceptable):

- the new house insurance policy with dates and coverage;
- your vehicle insurance or registration that shows the new address; or
- an invoice for telephone, hydro, or natural gas hookup.

You also have to send us a copy of all invoices you received from vendors who did not charge you the GST/HST. Do not send us the other invoices.

We may not accept your rebate application if the documents requested to support your claim are not included with your application. In this case, we will return the application to you and ask you to resubmit your application with the required documentation.

### Documents you have to keep

Keep a copy of the completed forms. You also have to keep all your original invoices and the other documents you used to complete the forms for six years and, if requested, make them available to us for audit.

Only original invoices in the name of the claimant or the co-owners are acceptable. We do not accept photocopies, credit card or interac slips, or account statements, without the original invoices. We do not accept estimates or quotes as proof. If we ask you to send your invoices to us, we will return them.

## When will you receive your payment?

Because all claims are subject to audit, you may experience a delay of up to six months before receiving your payment. In addition, the processing of your claim may be delayed or your rebate denied if the forms are not completed in full, the rebate calculation is incorrect, or if the documents requested are not submitted with your application.

If you have questions about the status or processing of your claim, call us at 1-800-565-9353.

## Filing deadline

The following three situations will help you determine which filing deadline applies to you.

### Situation 1 – House occupied after the construction or substantial renovation is substantially completed

In this situation, you can apply for the rebate after the house is occupied.

Enter your base date for your filing deadline in Section B of Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*. In this situation, your base date is the date the construction or the substantial renovation is substantially completed.

You have up to **two years** after your base date to claim the rebate. Include in your calculation the GST/HST paid from the beginning of the construction or substantial renovation to the date you file your rebate application. If you paid GST/HST to buy the land, you can include the amount of that GST/HST as long as it is paid by the date you file your application, even if you paid it before you began construction.

---

#### Example – House occupied after substantial completion of construction

Hassan started building his house in September 2007. The house is substantially completed on April 30, 2008, and he moves in on May 31, 2008. According to the rule in Situation 1, the earliest that he can apply for the rebate is May 31, 2008. However, his base date is April 30, 2008. Hasan enters April 30, 2008, in Section B of Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*. This means that he has until April 30, 2010, to claim the rebate for a part of the GST/HST paid from the beginning of the construction to the date he files the application.

---

### Situation 2 – House sold before it is occupied

In this situation, you can apply for the rebate after the house is sold.

Enter your base date for your filing deadline in Section B of Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*.

In this situation, your base date is the **earlier** of the following two dates:

- the date you transfer ownership to another person; or
- the date the construction or substantial renovation is substantially completed.

You have up to **two years** after your base date to claim the rebate. Include in your calculation the GST/HST paid from the beginning of the construction or substantial renovation to the date you file your rebate application, including any GST/HST you paid to buy the land, even if you paid it before you began construction.

### Situation 3 – House occupied before construction or substantial renovation is substantially completed

In this situation, you can apply for the rebate after the construction or substantial renovation is substantially completed.

Enter your base date for your filing deadline in Section B of Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*. In this situation, your base date is the **earlier** of the following two dates:

- the day that is two years after the day you or a relation first occupied the house after the construction or substantial renovation has begun; or
- the date the construction or substantial renovation is substantially completed.

You have up to **two years** after your base date to claim the rebate.

Include in your calculation the GST/HST paid from the beginning of the construction or substantial renovation to the date you file your rebate application, including any GST/HST you paid to buy the land, even if you paid it before you began production.

However, do not include in your rebate calculation any GST/HST that became payable more than two years after the day you or a relation first occupied the house after the construction or substantial renovation began.

---

#### Example – House occupied before substantial completion of construction

France and Tony started building their house in March 2006. They moved in on June 30, 2007. Construction was substantially completed on November 20, 2007. The earliest date to file the rebate application is November 20, 2007.



France or Tony enters November 20, 2007, in Section B of Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*, as the base date, which is the **earliest** of the following dates:

- July 1, 2009, which is the date that is two years after the day they first occupied the house, and
- November 20, 2007, which is the date the construction is substantially completed.

This means that France or Tony has until November 20, 2009, to claim the rebate. However, any GST/HST that became payable after June 30, 2009, cannot be included in the rebate calculation.

## Late-filed rebate applications

If, due to extraordinary circumstances, you were prevented from filing your rebate application for an owner-built home by the applicable deadline, we may consider a request to accept your late-filed rebate application. Such extraordinary circumstances may include: natural or human-made disasters, such as a flood or fire; civil disturbances or disruptions in services, such as a postal strike; serious illness or accident; or serious emotional or mental distress. We will also consider a request to accept a late-filed owner-built home rebate application where the delay resulted primarily from our actions, for example if we provided you with inaccurate information. For more information about the circumstances under which we will consider a late-filed rebate application, call us at 1-800-959-5525.

### Note

This applies only for owner-built homes. It does not apply if you purchased a house from a builder.

## How to complete Form GST191-WS

You have to complete and submit Form GST191-WS, *Construction Summary Worksheet* with your rebate application. This worksheet is included in the middle of this guide.

As all claims are subject to audit, make sure this worksheet is completed in full to avoid a delay in processing your claim or having it denied.

## Section A – Claimant information

You have to complete this section. In the box “Claimant’s last name,” enter the last name of the owner of the house. If several individuals own the house, enter **one name only** and it should be identical to the one that you will enter on Form GST191. We will issue the rebate cheque in the name of this individual only.

To avoid processing delays, be sure to attach proof of occupancy to the form. For information on proof of occupancy, see “Documents you have to send us” on page 7.

## Section B – Construction information

Certain parts of this section have to be completed. For example, enter the construction start and end dates, the dimensions of the new construction, substantial renovation, or major addition, and the fair market value. Complete the other parts (such as the description of the substantial renovation or major addition) only if they apply to you.

### Note

You are not eligible to claim a new housing rebate for a major addition unless you also renovate your existing house and the work is so extensive that your entire house is viewed as a newly built home. For more information, see “Substantial renovation, major addition, and conversion” on page 13.

## Section C – Construction details

This section lists the goods and services that qualify for the rebate. Certain expenses do not qualify. A number of these are listed at the bottom of page 2 of the form.

In Section C, you have to enter details from the construction invoices for each good or service eligible for the rebate, **whether or not GST/HST was charged**. Do not enter details from quotes or estimates.

For each good or service eligible for the rebate, enter the vendor’s name, the vendor’s Business Number (the nine-digit number often called the GST/HST number), the invoice date, and the invoice number. If an invoice does not identify the vendor’s Business Number, complete the line, but do not enter anything in the column “Vendor’s Business Number.” Use a tick mark to indicate whether the invoice is for labour only (**column L**), materials only (**column M**), or for both labour and materials (**column L&M**). You also have to enter the total amount of the invoice.

The last six columns are used to identify the amount of GST paid at 5%, 6%, and 7% and the HST paid at 13%, 14%, and 15%. Include only amounts that you actually paid. For example, do not include amounts that were refunded to you.

### Note

The HST is the tax paid in the three participating provinces (Nova Scotia, New Brunswick, and Newfoundland and Labrador). You pay HST if you buy goods and services in those provinces.

The following information will help you complete Section C:

1. Land purchase – cost of land or interest in land.
2. General contractor – if you hire a general contractor to build your house and you pay the general contractor directly for the construction costs, use this line to record the cost. In this case, the majority of the following subheadings will then not be applicable.
3. Architectural and engineering – include costs for blue prints, plans, drawings, surveys, and labour.
4. Site preparation – includes costs for an access road, excavation, lot clearing, fill, rough grading, and labour.
5. Demolition – includes labour.

6. Utility connections – water, sewer, natural gas, electricity, and other – includes labour.
  7. Excavation and backfill – includes shoring, earth hauling and labour.
  8. Footings, foundation – includes insulated concrete forms (ICF), preserved wood foundations (PWF), cement, concrete blocks, gravel, sand, weeping tile, parging, rebar and reinforcing steel, and labour.
  9. Waterproofing – includes termite protection and labour.
  10. Framing – (floor, wall, and roof) all rough framing including posts, joists, plywood, cross bracing, studs, sheathing, trusses, gables, rough stairs, plates, hardware, and labour.
  11. Concrete finishing – Garage: includes carport slab, stairs, precast decks and walls, and labour. Basement: basement floor and labour.
  12. Plumbing – includes all rough plumbing and labour.
  13. Electrical wiring, outlets – includes all rough electrical and labour.
  14. HVAC (built-in heating, ventilation, air conditioning) – includes furnace, thermostats, ductwork, ventilation, air conditioner, hardware, and labour.
  15. Roofing (shingles and others) – roofing materials and labour.
  16. Masonry – includes chimney, fireplace, brick veneer, brick/stone wall, masonry flooring, and labour.
  17. Windows and doors – includes windows, skylights, storm windows and doors, exterior doors, interior/closet doors, sliding glass/French doors, hardware, and installation.
  18. Garage door(s) – includes hardware and installation.
  19. Insulation – Roof and ceiling: includes labour. Walls: includes foundation insulation, whether installed on exterior or interior, and labour. Vapour barrier: includes weather stripping and labour.
  20. Exterior finish – Siding: includes shutters, posts and columns, cornices and rake trim, hardware, and labour. Eavestroughing: includes downspouts and labour. Soffit and fascia: includes labour.
  21. Exterior painting – includes labour.
  22. Drywall – includes labour for hanging and finishing.
  23. Flooring – Resilient flooring: includes linoleum, laminate, and installation. Carpeting: includes installation. Hardwood flooring: includes installation. Staircase: includes finished staircase and labour.
  24. Ceramic tile – includes installation.
  25. Trim carpentry – includes mouldings, panelling, closet shelving, trim carpentry, hardware and labour.
  26. Cabinets/vanities – includes kitchen cabinets, countertops, bathroom cabinets and vanities, hardware, and labour.
  27. Built-in appliances – includes all built-in appliances.
  28. Plumbing fixtures – includes finished plumbing fixtures such as tub, shower pan, toilet, bidet, sinks, water heater, laundry tub, and labour.
  29. Lighting fixtures – includes light fixtures, switches, plates, receptacles, and labour.
  30. Interior decoration – Painting: includes labour. Wall: coverings and drapery hardware, includes labour.
  31. Landscaping – fill and topsoil, trees, shrubs, grass (including seed), irrigation system, includes labour.
  32. Driveway – includes material and labour.
  33. In-ground swimming pool – includes labour.
  34. Outdoor patio – includes labour.
  35. Decks – includes labour.
  36. Fencing – includes labour.
  37. Legal fees – for land purchase and construction of the house (not legal fees on mortgages).
  38. Well – drilling and labour.
  39. Security system – purchase and installation of a pre-wired security system.
  40. Septic system – includes labour.
  41. Mobile home.
  42. Modular home.
  43. Floating home.
  44. Equipment rental – only equipment directly related to the construction.
- Use “Others” to enter the information on items that are not listed in the worksheet.
- If you have several invoices from the same vendor, you may add up all the invoices from that vendor and record the information on one line. In that case, do not enter anything in the column “Invoice number.” The column “Invoice date” should indicate the date of the first invoice from that vendor. Give a brief description of the goods or services purchased from that vendor, the total amount of the invoices (including GST/HST), and the total amount of GST/HST paid.
- If you purchased land, record it as a separate item on line 1. Record the name of the person or company that previously owned the land, not the lawyer’s name. Record any legal fees paid for the land on line 37.

### Calculating the total amount of tax paid

Follow the instructions at the bottom of page 4 of Form GST191-WS to determine the amount of tax paid that you will use to calculate your rebate amount on Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*.

- The amount in Box 1 represents the total amount of GST you paid at 5%. Report this amount on line A at the bottom of page 4 of Form GST191-WS and on line A on page 2 of Form GST191.

- The amount in Box 2 represents the total amount of GST you paid at 6%. Report this amount on line B at the bottom of page 4 of Form GST191-WS and on line B on page 2 of Form GST191.
- The amount in Box 3 represents the total amount of GST you paid at 7%. Report this amount on line C at the bottom of page 4 of Form GST191-WS and on line C on page 2 of Form GST191.
- The amount in Box 4 represents the total amount of HST you paid at 13% if you bought goods and services in Nova Scotia, New Brunswick, or Newfoundland and Labrador. Report this amount on line D at the bottom of page 4 of Form GST191-WS and do the calculation for that line to determine the federal part of HST used to calculate your rebate amount. Report the result of the calculation on line D on page 2 of Form GST191.
- The amount in Box 5 represents the total amount of HST you paid at 14% if you bought goods and services in Nova Scotia, New Brunswick, or Newfoundland and Labrador. Report this amount on line E at the bottom of page 4 of Form GST191-WS and do the calculation for that line to determine the federal part of HST used to calculate your rebate amount. Report the result of the calculation on line E on page 2 of Form GST191.
- The amount in Box 6 represents the total amount of HST you paid at 15% if you bought goods and services in Nova Scotia, New Brunswick, or Newfoundland and Labrador. Report this amount on line F at the bottom of page 4 of Form GST191-WS and do the calculation for that line to determine the federal part of HST used to calculate your rebate amount. Report the result of the calculation on line F on page 2 of Form GST191.

You are now ready to complete Form GST191 to calculate your rebate amount.

## How to complete Form GST191

You have to file Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses* to claim the new housing rebate. This form is included in the middle of this guide.

You can only apply for the new housing rebate once for each house using a single application form. You cannot file another rebate application for additional work, or extras done on your house.

Only one individual can apply for the rebate, even if there is more than one owner of a house. For example, if a husband and wife build a new house, only one name (either the husband's or the wife's) should appear as the claimant on the application form. The name of the other spouse should appear as the co-owner.

You have to complete sections A, B, C, E, and F of Form GST191. Be sure that each individual who constructed or substantially renovated the house, or engaged another person to do so, meets all of the eligibility conditions for claiming the rebate. If you are paid a rebate amount to which you are not entitled, you are required to repay it to us.

If your house is located in Nova Scotia, you also have to complete section D if you want to claim the Nova Scotia rebate.

## Section A – Claimant information

You have to complete this section. Only one individual can claim the rebate, even if more than one individual owns the house.

If several individuals own the house, enter **one name** as the claimant on the first line, and then the name(s) of the other co-owner(s) on the second line. The rebate cheque will be issued in the name of the claimant only.

### Example

Lisa and David built a new house. In the box "Claimant's last name," Lisa enters her last name. David's name appears on the second line as the co-owner. The rebate cheque will be issued in the name of Lisa.

## Section B – House information

You have to complete this section.

You can have only one primary place of residence. For information, see the definition of primary place of residence on page 5.

The **base date** for your filing deadline that you have to enter will depend on your situation. To determine your base date, see situation 1, 2, or 3, under "Filing deadline" on page 8.

## Section C – Type of construction and housing

Tick the boxes that apply to your type of construction and type of housing.

## Section D – Nova Scotia rebate

You have to complete this section if your house is located in Nova Scotia and you want to claim the Nova Scotia rebate.

Answer all of the questions (answer **No** if the question does not apply).

If you answer **Yes** to any of the questions, you have been an owner-occupant in the last five years and are generally not eligible for the Nova Scotia rebate. For more information, see "Nova Scotia rebate" on page 23.

## Section E – Rebate calculation

### Line A

Report on line A the amount from line A on the bottom of page 4 of Form GST191-WS. This amount represents the total amount of GST you paid at the rate of 5%.

### Line B

Report on line B the amount from line B on the bottom of page 4 of Form GST191-WS. This amount represents the total amount of GST you paid at the rate of 6%.

## Line C

Report on line C the amount from line C on the bottom of page 4 of Form GST191-WS. This amount represents the total amount of GST you paid at the rate of 7%.

## Line D

Report on line D the amount from line D on the bottom of page 4 of Form GST191-WS. This amount represents the federal part of HST you paid at the rate of 13%.

## Line E

Report on line E the amount from line E on the bottom of page 4 of Form GST191-WS. This amount represents the federal part of HST you paid at the rate of 14%.

## Line F

Report on line F the amount from line F on the bottom of page 4 of Form GST191-WS. This amount represents the federal part of HST you paid at the rate of 15%.

## Line G

Add lines A, B, C, D, E, and F and enter the result on line G.

## Line H

Multiply line G by 36% and enter the result on line H.

Go directly to line P if one of the following situations applies to you:

- **almost all** of the tax you paid on your purchases was at the rate of 5% GST and/or 13% HST. In this case, **almost all** means 90% or more;
- **almost all** of the tax you paid on your purchases was at the rate of 6% GST and/or 14% HST. In this case, **almost all** means 90% or more; or
- you paid **only** 7% GST and/or 15% HST on **all** of your purchases.

If not, this means that you paid GST and/or HST at different rates. This would be the case if, for example, you paid 7% GST on the land and 5% GST on the construction materials. If this is your situation, you have to do the calculations on lines I through O.

## Line I

Add lines B and E and enter the result on line I.

## Line J

Divide line I by line G and enter the result on line J. Unlike the other calculations, this result is not a dollar amount. It is a fraction that should start with "0" followed by a period if you paid GST and/or HST at different rates. It would equal 1 if you paid GST/HST at one rate. Enter only the first four digits following the period.

## Line K

Multiply the fraction you have on line J by \$1,260 and enter the result on line K.

## Line L

Add lines C and F and enter the result on line L.

## Line M

Divide line L by line G and enter the result on line M. Unlike the other calculations, this result is not a dollar amount. It is a fraction that should start with "0" followed by a period if you paid GST and/or HST at different rates. It would equal 1 if you paid GST/HST at one rate. Enter only the first four digits following the period.

## Line N

Multiply the fraction you have on line M by \$2,520 and enter the result on line N.

## Line O

Add lines K and N. Then add \$6,300 to that result. Enter the total of all three amounts on line O.

## Line P

Complete line P according to the following situation that applies to you (only one situation will apply):

**Situation 1:** If **almost all** of the tax you paid on your purchases was at the rate of 5% GST and/or 13% HST, enter **\$6,300** on line P and go to line Q. In this case, **almost all** means 90% or more. If this situation does not apply to you, go to situation 2.

**Situation 2:** If **almost all** of the tax you paid on your purchases was at the rate of 6% GST and/or 14% HST, enter **\$7,560** on line P and go to line Q. In this case, **almost all** means 90% or more. If this situation does not apply to you, go to situation 3.

**Situation 3:** If you only paid tax at the rate of 7% GST and/or 15% HST on all of your purchases, enter **\$8,750** on line P and go to line Q. If this situation does not apply to you, go to situation 4.

**Situation 4:** In any other case, enter on line P **the lesser of** \$8,750 or the amount from line O.

## Line Q

Enter on line Q **the lesser of** the following amounts:

- the amount on line H; or
- the amount on line P.

## Line R

Enter on line R the fair market value of the house (building, land, and other buildings such as a detached garage or shed, that are reasonably necessary for the use and enjoyment of the house as a place of residence) at the time the construction or substantial renovation was substantially completed. This amount should be the same as the amount you entered in section B of Form GST191-WS.

You may want to get a professional appraisal to support your rebate claim if the fair market value of your house is close to, or more than, \$350,000. Include the house and land but do not include provincial land transfer taxes in determining the fair market value. We may ask for information to support your appraisal.

For a mobile home or floating home, enter the fair market value of the home and, where applicable, the land at the earlier of the day:

- you or a relation first occupy the home; or
- the day you transfer ownership of the home to a buyer if you sell the home before it is occupied by you or a relation.

### Line S

If the amount on line R is \$350,000 or less, enter the amount from line Q.

If the amount on line R is \$450,000 or more, enter "0," since no rebate is available.

If the amount on line R is more than \$350,000, but less than \$450,000, do the calculation and enter the result on line S. Your rebate is reduced when the fair market value is between \$350,001 and \$449,999.

The amount calculated for line S is the amount of your new housing rebate. If you are eligible for the Nova Scotia rebate, see the next section.

### Nova Scotia rebate

You may be also eligible to claim the Nova Scotia rebate, if you built, or had another person build, your house in Nova Scotia and you are eligible to claim a GST/HST new housing rebate, or you would be eligible to claim a GST/HST new housing rebate if line R was less than \$450,000. To find out if you are eligible to claim the Nova Scotia rebate, see "Nova Scotia rebate" on page 23 and complete Section D of Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*.

The Nova Scotia rebate is not available for a substantial renovation or a conversion.

If you are eligible to claim the Nova Scotia rebate, complete line T by doing the calculations for **lines a through d** (next to line T). If not, enter "0" on line T and go to line U.

### Line a

If you have an amount in box 4 on page 4 of Form GST191-WS, do the calculation for **line a**. The result of the calculation gives you the provincial part of the 13% HST you paid.

### Line b

If you have an amount in box 5 on page 4 of Form GST191-WS, do the calculation for **line b**. The result of the calculation gives you the provincial part of the 14% HST you paid.

### Line c

If you have an amount in box 6 on page 4 of Form GST191-WS, do the calculation for **line c**. The result of the calculation gives you the provincial part of the 15% HST you paid.

### Line d

Add lines a, b, and c and enter the result on **line d**. This amount represents the total amount of the provincial part of HST you paid on the construction of your house.

### Line T

Multiply **line d** by 18.75% and enter the result on line T, to a maximum of **\$1,500**.

If you have been an owner-occupant in the last five years, you do not qualify for the Nova Scotia rebate. For more information, see "Nova Scotia rebate" on page 23.

### Line U

Add line S and T. This is the total amount you are claiming for the GST/HST new housing rebate and the Nova Scotia rebate.

## Section F – Certification

You have to sign your rebate application. If another person signs the application on your behalf, he or she must have a power of attorney to do so and you have to include a copy of the power of attorney with the application.

## Substantial renovation, major addition, and conversion

You may be entitled to claim the GST/HST new housing rebate if you:

- substantially renovated your existing house;
- converted a non-residential property into a house; or
- built a major addition onto your existing house if, along with that addition, you also renovated the house.

If you qualify, you have to complete Form GST191-WS, *Construction Summary Worksheet* and Form GST191, *GST/HST New Housing Rebate for Owner-Built Houses*.

The following information will help you determine if the construction work you did to your house is extensive enough to consider your house as new. However, you still have to meet all of the other eligibility conditions to be entitled to the new housing rebate. See "Owner-built houses" on page 7 for all of these conditions.

### Substantial renovation

If a house has been substantially renovated, it is generally treated as a newly built house.

However, major changes have to be made to meet the definition of a substantial renovation. In a major renovation project, the interior of a building is essentially gutted. This type of renovation project qualifies as a substantial renovation. Generally, 90% or more of the interior of an existing house is the minimum that has to be removed or replaced to qualify as a substantial renovation (90% test).

You do not have to remove or replace the foundation, exterior and interior supporting walls, roof, floors, and staircases to meet the 90% test. If you do remove or replace any of these during a substantial renovation, the GST/HST paid for doing this or for the removal or replacement is also eligible for the rebate.

Any fair and reasonable method can be used to determine if you meet the 90% test. For example, comparing the square footage of the renovated areas to the total floor space of the house is an acceptable measure of the 90% test. You can also compare the square footage of floor and wall space of the areas renovated to the total floor and wall space of the house.

Only liveable areas count toward a substantial renovation. This would include the main floor living areas and finished basements and attics. Liveable areas do not include garages or crawl spaces, which are not considered when meeting the 90% test. Work done to partially complete a basement but not make it a liveable basement does not count toward the 90% test. However, if all or part of an unfinished basement was renovated into a liveable area, this area would be taken into account in applying the 90% test.

A renovation of your basement, or adding a garage or a deck to your existing house, by itself, would **not** meet the definition of a substantial renovation and you would not qualify for the new housing rebate.

An addition to a house is not considered to be a substantial renovation, as it is the existing house that must be renovated. For example, if a 2,000 square foot bungalow is being renovated and a 300 square foot addition is added, the 90% test does not consider the addition. However, if the renovation of the 2,000 square foot bungalow is found to be a substantial renovation, the GST/HST paid on the addition is also eligible for the rebate.

## Major addition

You may qualify for the new housing rebate when you build an addition to your house, along with the renovation of the existing house. The work must be so great that the result is viewed as a newly built house.

The addition should at least double the size of the liveable areas of your existing house, which is absorbed into the new one. An example would be adding a full second story to an existing bungalow. Along with doubling the size, the changes to the existing house and use of its rooms after construction should be so great that the existing house ceases to exist.

The construction of a porch, sunroom, family room, or bedroom by itself is not considered to result in a newly built house.

## Conversion

When you convert a property from non-residential into a house, it is considered a substantial renovation, regardless of how much work, if any, is actually done. You then qualify for the new housing rebate for a part of the GST/HST paid on the cost of the conversion if you meet all of the other conditions for claiming the rebate.

If you buy a building that was used by a person for non-residential purposes and the building will be used as your, or your relation's, primary place of residence, the new housing rebate is available for a part of any GST/HST paid on the purchase and other improvements made to convert the building if you meet all of the other conditions for claiming the rebate.

If you held or used the building as capital property in your business, and the building will be used as your residence, you have to pay GST/HST to us, calculated on the fair market value of the property. If you meet all of the conditions for the new housing rebate, you can include the GST/HST that you paid to us in your rebate calculation.

If you paid GST/HST when you first bought the building to hold or use as capital property in your business and you were not entitled to claim an ITC for all or part of the GST/HST you paid on the purchase or on any improvements you made to the building before you began to use it as your residence, you may be entitled to claim an ITC or a rebate. For more information, contact us at **1-800-959-8287**.

For more information on substantial renovation, major additions, and conversion, see Technical Information Bulletin B-092, *Substantial Renovations and the GST/HST New Housing Rebate*.

## Houses bought from a builder

You may be eligible to claim the new housing rebate if you purchased a new or substantially renovated house from a builder, including a condominium unit, or a share of the capital stock of a co-op.

If two or more individuals purchase a house or a share of the capital stock of a co-op, each of the individuals must meet all of the eligibility conditions. However, only one of the individuals may apply for the rebate (that is, only one may be the claimant). The eligibility conditions for each of the rebate application types are discussed in the following sections.

To claim the rebate, you have to complete Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*.

### If the builder pays or credits the amount of the rebate to you

When you buy a house from a builder, the builder may pay the amount of the rebate directly to you or credit the amount against the total amount payable for the house so that you do not have to apply to us directly and wait to receive your rebate.

If you and the builder agree that the builder will pay or credit you with the amount of the rebate, and the builder does so, you have to fully complete and sign Form GST190, however you do not send us this form directly. Rather, the builder has to send us your rebate application. **You may not file any other rebate application directly with us for this house.**

### Note for builders

Builders must send us the rebate application with their GST/HST return for the reporting period in which the amount of the rebate was paid or credited to the buyer. Builders should not confuse this filing deadline for the rebate application with the four-year deadline for claiming input tax credits or the two-year deadline for buyers to claim the rebate.

A builder who pays or credits you with the amount of the rebate has to make sure that you meet all of the eligibility conditions, listed in the following sections, for the rebate before they pay or credit you with the amount. For example, is the house intended to be, on purchase, the primary place of residence for you or a relation?

## Documents you have to keep

Keep a copy of the completed rebate application form. You also have to keep the original documents used to complete the form (such as a copy of the purchase and sale agreement) for six years and, upon request, make them available to us for audit.

## Rebate application types

There are five application types in Section C of Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased from a Builder*. Each type has its own eligibility requirements and filing deadline.

### Note

If you bought a mobile home, a modular home, or a floating home, see page 21 for more information on which application type to use.

You will complete your rebate application using one of the following application types, as follows:

- Use Application Type 1A if you buy both the house and the related land from the same builder under the same written agreement, and the builder pays the amount of the rebate directly to you or credits the amount against the total amount payable for the house. In this case the builder has to send us the completed rebate application. You may not file a rebate application directly with us for this house.
- Use Application Type 1B if you buy the house and lease the related land from the same builder under the same written agreement, and the builder pays the amount of the rebate directly to you or credits the amount against the total amount payable for the house. In this case, the builder has to send us the completed rebate application. You may not file a rebate application directly with us for this house.
- Use Application Type 2 if you buy the house and the related land from the same builder under the same written agreement, and the builder **does not** pay the amount of the rebate directly to you and **does not** credit the amount against the total amount payable for the house. In this case, you have to file the rebate application directly with us.
- Use Application Type 3 if you buy a share of the capital stock of a co-op. In this case, you have to file the rebate application directly with us.
- Use Application Type 5 if you buy the house and lease the related land from the same builder under the same written agreement, and the builder **does not** pay the amount of the rebate directly to you and **does not** credit the amount against the total amount payable for the house. In this case, you have to file the rebate application directly with us.

### Note

Depending on when you and the builder entered into your agreement to buy your house and when you took both ownership and possession, you may be entitled to a GST/HST transitional rebate due to the reduction in the GST/HST rates. For eligibility information, see “GST/HST transitional rebate” on page 26.

## Application Type 1A or 2: You bought the house and land from the same builder

As an individual, you are eligible to claim the rebate if you meet **all** of the following conditions:

- you bought a new or substantially renovated house (this includes a condominium unit, a renovated house that has also had a major addition or a non-residential property that was converted into a house) from a builder, and you paid all of the GST/HST due on your purchase;
- the builder sells you the house and the related land on which the house is located under the same written agreement (if it is a mobile home or a floating home, you may be able to use Application Type 1A or 2 even if the vendor does not sell you the land. See “Modular home, mobile home, and floating home” on page 21 to see if you can use Type 1A or 2 and then make sure that you meet all of the eligibility conditions listed here);
- when you sign the purchase and sale agreement, the house is intended to be the primary place of residence for you or a relation;
- the purchase price for the house (including the land, where applicable), before tax, is less than \$450,000;
- ownership of the house is transferred to you after the construction or substantial renovation is substantially completed;
- no one occupied the house before possession of the house is given to you and after the construction or substantial renovation is substantially completed; and
- one of the following applies to you:
  - you, or a relation of yours, are the first occupant of the house; or
  - you sell the house before it is occupied by anyone, and the sale is exempt from GST/HST.

## Note

If the purchase price is \$450,000 or more, you may still be eligible for a rebate if your house is located in Nova Scotia. For more information, see “Nova Scotia rebate” on page 23. You may also be eligible for a transitional rebate depending on when you and the builder entered into your agreement to buy your house and when you took both ownership and possession of the house. For eligibility information, see “GST/HST transitional rebate” on page 26.

Use Application Type 1A if you and the builder agree that the builder will pay or credit you with the amount of the rebate and the builder does so. In this case, you may not file a rebate application directly with us for this house.

Use Application Type 2 if the builder does not pay or credit you with the amount of the rebate. In this case, you file your rebate application directly with us. You can only base your claim on the GST/HST paid on the house, land, and related services bought from the builder under one written agreement. If you hired a contractor to build a house on land you own, see “Owner-built houses” on page 7. The contractor cannot pay or credit you with the amount of the rebate if it is an owner-built house.

If you bought a mobile home or a floating home from a builder and other items that you did not buy from the builder (for example, land or improvements to the mobile home or floating home), see “Modular home, mobile home, and floating home,” on page 21 for more information on which application type to use.

## Filing deadline for Application Type 1A or 2

If the builder does not pay or credit you with the amount of the rebate, you have to file your rebate claim directly with us. In this case you have up to two years from the date ownership was transferred to you to claim your rebate.

Generally, if the builder pays or credits you with the amount of the rebate, you will either sign the application form in the presence of the builder or you can sign the application form in the presence of your lawyer who will send the signed application form to the builder. This is usually done around the time of the closing date for your purchase.

If this does not happen, you have up to two years after the day ownership of the house is transferred to you to get the application form to the builder and have the builder pay or credit you with the amount of the rebate. In any case, if the builder paid or credited the amount of the rebate to you, the builder has to send the rebate application form to us.

For GST/HST purposes, ownership generally refers to the legal ownership (that is, titled ownership) to the property that is transferred to you on the closing of the sale.

## Documents you have to send us

If the builder pays or credits you with the amount of the rebate, you do not have to send us any documents. The builder will send us the rebate application.

If the builder does not pay or credit you with the amount of the rebate, you have to send us the following documents:

- Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*;
- a copy of your statement of adjustments; and
- one of the following documents as proof of occupancy (a photocopy is acceptable):
  - the new house insurance policy with dates and coverage;
  - your vehicle insurance or registration that shows the new address; or
  - an invoice for telephone, hydro, or natural gas hookup.

We may not accept your rebate application if the documents requested to support your claim are not filed with your application. In this case, we will return the application to you and ask you to refile it with the required documentation.

## Application Type 1B or 5: You bought the house and lease the land from the same builder

As an individual, you are eligible to claim the rebate if you meet **all** of the following conditions:

- you bought a new or substantially renovated house (this includes a condominium unit, a renovated house that has also had a major addition, or a non-residential property that was converted into a house) from a builder and you lease the related land from that builder under the same written agreement to buy the house;
- the lease for the land with the builder gives you the option to buy the land, or is at least 20 years long;
- when you sign the agreement to purchase the house and lease the land, the house is intended to be the primary place of residence for you or a relation;
- the builder was required to pay the GST/HST on the fair market value of the house (building and the land);
- the fair market value of the house (building and land) is less than:
  - \$472,500 if possession of the house was transferred to you after December 31, 2007, under an agreement you entered into after October 30, 2007;
  - \$477,000 if possession of the house was transferred to you:
    - after June 30, 2006, under an agreement you entered into after May 2, 2006, and before October 31, 2007; or
    - before January 1, 2008, under an agreement you entered into after October 30, 2007; or
  - \$481,500 in any other case.
- possession of the house is given to you after the construction or substantial renovation is substantially completed;



- no one occupied the house before possession of the house is given to you and after the construction or substantial renovation is substantially completed; and
- one of the following applies to you:
  - you, or a relation of yours, are the first occupant of the house; or
  - you sell the house and transfer possession to the buyer before it is occupied by anyone, and the sale is exempt from GST/HST.

**Note**

If the fair market value of the house including the land exceeds the maximum (either \$472,500, \$477,000, or \$481,500, as the case may be), you may still be eligible for a rebate if your house is located in Nova Scotia. For more information, see “Nova Scotia rebate” on page 23.

You may also be eligible for the transitional rebate depending on when you entered into the agreement with the builder, when you took possession of the house and the rate of GST/HST the builder had to pay on the fair market value of the house. For more information, see “GST/HST transitional rebate” on page 26.

Use Application Type 1B, if you and the builder agree that the builder will pay or credit you with the amount of the rebate and the builder does so. In this case, you may not file a rebate application directly with us for this house.

Use Application Type 5 if the builder does not pay or credit you with the amount of the rebate. In this case, you file your rebate application with us.

**Filing deadline for Application Type 1B or 5**

If the builder does not pay or credit you with the amount of your rebate, you have to file your rebate claim directly with us. In this case, you have up to two years from the date possession was transferred to you to claim your rebate.

Generally, if the builder pays or credits you with the amount of the rebate, you will either sign the application form in the presence of the builder or you may sign the application form in the presence of your lawyer who will send the signed application form to the builder. This is usually done around the time of the closing date for your purchase.

If this does not happen, you have up to two years after the day possession of the house is transferred to you to get the application form to the builder and have the builder pay or credit you the rebate. In any case, if the builder pays or credits the amount of the rebate to you, the builder has to send the rebate application form to us.

For GST/HST purposes, the date of possession generally means the day you can hold, control, or occupies the property—that is, you start to pay property taxes, have the right to alter the land, take control of entry or access, or pay insurance coverage.

**Documents you have to send us**

If the builder pays or credits you with the amount of the rebate, you do not have to send us any documents. The builder will send us the application.

If the builder does not pay or credit you with the amount of the rebate, you have to send us the following documents:

- Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*;
- a copy of your statement of adjustments; and
- one of the following documents as proof of occupancy (a photocopy is acceptable):
  - the new house insurance policy with dates and coverage;
  - your vehicle insurance or registration that shows the new address; or
  - an invoice for telephone, hydro, or natural gas hookup.

We may not accept your rebate application if the documents requested to support your claim are not filed with your application. In this case, we will return the application to you and ask you to refile it with the required documentation.

**Application Type 3: Co-operative housing**

As an individual, if you buy a share of the capital stock of a co-operative housing corporation (co-op), you are eligible to claim the rebate if you meet **all** of the following conditions:

- the building in which the unit is located is newly built or substantially renovated;
- the co-op has paid GST/HST on its purchase of the complex or on the fair market value of the whole complex (including the land);
- the co-op transfers ownership of the share to you;
- when you sign the purchase and sale agreement for the share, you plan to use a unit of the co-op as your primary place of residence or that of a relation;
- you pay less than:
  - \$472,500 for the share if the co-op paid 5% GST or 13% HST on the purchase or fair market value of the whole complex;
  - \$477,000 for the share if the co-op paid 6% GST or 14% HST on the purchase or fair market value of the whole complex; or
  - \$481,500 for the share if the co-op paid 7% GST or 15% HST on the purchase or fair market value of the whole complex.
- no one occupied the unit before possession of the unit is given to you and after the construction or substantial renovation is substantially completed; and

- one of the following applies to you:
  - you, or a relation of yours, are the first occupant of the unit; or
  - you sell the share and ownership is transferred to the buyer before anyone occupies the unit.

**Note**

If you pay more than the maximum (either \$472,500, \$477,000, or \$481,500, as the case may be), for the share, you may still be eligible for a rebate if the building is located in Nova Scotia. For more information, see the section “Nova Scotia rebate” on page 23.

Use Application Type 3 to file your rebate application with us. The co-op cannot pay or credit you with the amount of the rebate.

**Filing deadline for Application Type 3**

You have up to two years from the date ownership of the share was transferred to you to claim your rebate.

**Documents you have to send us**

You have to send us the following documents:

- Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*;
- a copy of your statement of adjustments; and
- one of the following documents as proof of occupancy (a photocopy is acceptable):
  - the new house insurance policy with dates and coverage;
  - your vehicle insurance or registration that shows the new address; or
  - an invoice for telephone, hydro, or natural gas hookup.

We may not accept your rebate application if the documents requested to support your claim are not filed with your application. In this case, we will return the application to you and ask you to refile it with the required documentation.

**How to complete Form GST190**

To claim the GST/HST new housing rebate, you have to file Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*.

You can only apply for the GST/HST new housing rebate once for each house using one application form. You cannot make another rebate application for additional work or extras done on your house.

Only one individual can apply for the rebate, even if there is more than one owner of a house. For example, if a couple buys a new house, only the name of one spouse can appear as the claimant on the application form. The name of the other spouse should appear as the co-owner.

You have to complete sections A, B, C, E, and G of Form GST190. Be sure that you meet the conditions for your application type. If you are paid a rebate amount that you are not entitled to, you are required to repay it to us.

If your house is located in Nova Scotia, you also have to complete section F if you want to claim the Nova Scotia rebate.

When you buy your new or substantially renovated house from a builder, the builder must complete Section D of the form. If your builder pays or credits you with the amount of the rebate, he/she has to ensure that you are entitled to the rebate before the amount of the rebate is paid or credited. Both you and the builder are liable to repay any overpaid amount.

**Section A – Claimant information**

You have to complete this section. Only one individual can claim the rebate, even if more than one individual owns the house.

If several individuals own the house, enter **one name** as the claimant on the first line, and then the name(s) of the other co-owner(s) on the second line. If the builder does not pay or credit you with the amount of the rebate, the cheque will be issued in the name of the claimant only as it appears in Section A.

**Example**

Lisa and David built a new house. In the box “Claimant’s last name,” Lisa enters her last name. David’s name appears on the second line as the co-owner. The rebate cheque will be issued in the name of Lisa.

To avoid processing delays, be sure to attach proof of occupancy to the form. For more information on proof of occupancy, see “Documents you have to send us” on this page.

**Section B – House information**

You have to complete this section. You can have only one primary place of residence. For information, see the definition of primary place of residence on page 5.

**Section C – Housing and application type**

Tick the box that applies to your type of housing. After you decide which application type is appropriate, choose it from the list of five and tick the appropriate box.

**Section D – Builder information**

The builder has to complete and sign this section if your application type is 1A, 1B, 2, or 5.

## Section E – Claimant’s certification

Every claimant has to complete this section. You have to sign your rebate application even if the builder pays or credits the amount of the rebate directly to you. If you have agreed that the builder or some other person will sign the application for you, he or she must have a power of attorney to do so. You have to include a copy of the power of attorney with the application.

## Section F – Nova Scotia rebate

You have to complete this section if your house is located in Nova Scotia and you want to claim the Nova Scotia rebate.

Answer all of the questions (answer **no** if the question does not apply). If you answer **yes** to any of the questions, you have been an owner-occupant in the last five years and are generally not eligible for the Nova Scotia rebate. For more information, see “Nova Scotia rebate” on page 23.

## Section G – Rebate calculation

Calculate your rebate using the instructions in either Part I, II, or III of this section, depending on your application type in Section C.

### Part I: Rebate calculation for Application Type 1A or 2

#### Line A

HST is the tax you pay in the three participating provinces (Nova Scotia, New Brunswick, and Newfoundland and Labrador). For example, if you buy a new house in New Brunswick from a builder, you will pay HST. To determine the federal part of the HST (the amount of tax on which the new housing rebate is calculated), you have to do the applicable **one** of the following calculations:

- If you paid 13% HST, multiply the total HST paid by 5 and divide the resulting amount by 13. Enter the result on line A.
- If you paid 14% HST, multiply the total HST paid by 6 and divide the resulting amount by 14. Enter the result on line A.
- If you paid 15% HST, multiply the total HST paid by 7 and divide the resulting amount by 15. Enter the result on line A.

If your house is not located in a participating province, you did not pay the HST. Do not enter any amount on line A.

#### Line B

Enter the total GST paid on line B. For example, if you buy a new house in Ontario from a builder, enter the GST paid on line B.

If your house is located in a participating province and you paid HST, do not enter any amount on line B.

#### Line D

Enter the **purchase price** of the house (including a mobile home or floating home) paid to the builder. Do not include GST or HST.

#### Line E

Do the applicable **one** of the following three calculations and enter the result on line E:

- If you paid 13% HST or 5% GST, multiply the amount from line A or B by 36%. **The maximum amount you can enter on line E is \$6,300.**
- If you paid 14% HST or 6% GST, multiply the amount from line A or B by 36%. **The maximum amount you can enter on line E is \$7,560.**
- If you paid 15% HST or 7% GST, multiply the amount from line A or B by 36%. **The maximum amount you can enter on line E is \$8,750.**

For example, if you buy a new house on which you have paid 6% GST and you enter \$14,000 on line B, enter 36% of that amount, which is \$5,040, on line E. If the amount you enter is \$26,000 on line B, 36% of that is \$9,360. In this case, you can only enter \$7,560 on line E, which is the maximum amount for that line.

#### Line F

Follow these steps to determine the amount for line F:

- If the amount on line D is \$350,000 or less, enter the amount from line E on line F.
- If the amount on line D is \$450,000 or more, enter “0” on line F, since no rebate is allowable.
- If the amount on line D is more than \$350,000, but less than \$450,000, complete the calculation and enter the result on line F. Your rebate is reduced when the purchase price is between \$350,001 and \$449,999.

The amount calculated for line F is the amount of your new housing rebate. If you are eligible to claim a transitional rebate, you will need this amount to calculate it. For more information, see “GST/HST transitional rebate” on page 26. If your house is located in Nova Scotia, continue to line G.

#### Line G – Nova Scotia rebate

You may be also eligible to claim the Nova Scotia rebate, if you paid HST on a house (including a modular, mobile, or floating home) to use in Nova Scotia as your or your relative’s primary place of residence and you are eligible to claim a GST/HST new housing rebate, or you would be eligible, if line D were less than \$450,000. To find out if you are eligible to claim this rebate, see “Nova Scotia rebate” on page 23 and complete Section F of Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*.

#### Note

If you have been an owner-occupant in the last five years, you generally do not qualify for the Nova Scotia rebate.

If you are eligible for the Nova Scotia rebate, do the calculation for line G and enter the result on that line, to a maximum of \$1,500.

#### Total rebate amount including the Nova Scotia rebate

Add line F to line G.

## Part II: Rebate calculation for Application Type 1B or 5

If your Application Type is 1B or 5, use Part II to calculate your rebate.

### Line H

Enter the total amount you paid to the builder for your house (the building only, since the land is leased).

### Line I

Enter the fair market value of the house at the time you are given possession. Even though you are leasing the land, the fair market value has to include the value of the land, the building, and any other buildings such as a detached garage or shed, that are reasonably necessary for the use and enjoyment of the house as a place of residence. Exclude from the determination of the fair market value, any provincial land transfer taxes and the GST/HST that would be payable on the fair market value.

### Line J

Do the applicable **one** of the following three calculations and enter the result on line J:

#### Calculation 1

Use calculation 1 if possession of the house was transferred to you after December 31, 2007, under an agreement you entered into after October 30, 2007, **and** the builder had to self-assess the tax at the rate of 5% or 13%, multiply the amount from line H by 1.71%. **The maximum amount you can enter on line J is \$6,300.**

#### Calculation 2

Use calculation 2 if the builder had to self-assess the tax at the rate of 6% or 14%, and possession of the house was transferred to you either:

- after June 30, 2006, under an agreement you and the builder entered into after May 2, 2006, and before October 31, 2007; or
- before January 1, 2008, under an agreement you and the builder entered into after October 30, 2007.

If calculation 2 applies to you, multiply the amount from line H by 2.04%. **The maximum amount you can enter on line J is \$7,560.**

#### Calculation 3

In any other situation, multiply the amount from line H by 2.34%. **The maximum amount you can enter on line J is \$8,750.**

### Line K

Use the applicable one of the following to complete line K:

**If calculation 1 applied to you for completing line J, follow these steps:**

- If the amount on line I is \$367,500 or less, enter the amount from line J on line K.
- If the amount on line I is \$472,500 or more, enter "0" on line K, as no rebate is allowable.

- If the amount on line I is more than \$367,500, but less than \$472,500, complete the calculation and enter the result on line K. Your rebate is reduced when the fair market value on line I is between \$367,501 and \$472,499.

**If calculation 2 applied to you for completing line J, follow these steps:**

- If the amount on line I is \$371,000 or less, enter the amount from line J on line K.
- If the amount on line I is \$477,000 or more, enter "0" on line K, as no rebate is allowable.
- If the amount on line I is more than \$371,000, but less than \$477,000, complete the calculation and enter the result on line K. Your rebate is reduced when the fair market value on line I is between \$371,001 and \$476,999.

**If calculation 3 applied to you for completing line J, follow these steps:**

- If the amount on line I is \$374,500 or less, enter the amount from line J on line K.
- If the amount on line I is \$481,500 or more, enter "0" on line K, as no rebate is allowable.
- If the amount on line I is more than \$374,500, but less than \$481,500, complete the calculation and enter the result on line K. Your rebate is reduced when the fair market value on line I is between \$374,501 and \$481,499.

The amount calculated for line K is the amount of your new housing rebate. If you are eligible to claim a transitional rebate, you will need this amount to calculate it. For more information, see "GST/HST transitional rebate" on page 26. If your house is located in Nova Scotia, continue to line L.

### Line L – Nova Scotia rebate

You may be also eligible to claim the Nova Scotia rebate, if your house is located in Nova Scotia and you are eligible to claim a GST/HST new housing rebate, or you would be eligible, if line I was less than:

- \$472,500 if possession of the house was transferred to you after December 31, 2007, and the builder had to self-assess tax at 5% or 13%;
- \$477,000 if possession of the house was transferred to you after June 30, 2006, and the builder had to self-assess tax at 6% or 14%; or
- \$481,500 in any other case.

To find out if you are eligible to claim this rebate, see "Nova Scotia rebate" on page 23 and complete Section F of Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*.

#### Note

If you have been an owner-occupant in the last five years, you generally do not qualify for the Nova Scotia rebate.

If you are eligible to claim the Nova Scotia rebate, do the calculation for line L and enter the result on that line, to a maximum of **\$1,500**.

### Total rebate amount including the Nova Scotia rebate

Add line K to line L.

### Part III: Rebate calculation for Application Type 3

If your Application Type is 3, use Part III to calculate your rebate when you buy a share of the capital stock of a co-op.

#### Line M

Enter the total amount you paid for the share of the capital stock in the co-op.

#### Line N

Do the applicable one of the following calculations:

- If the co-op paid 5% GST or 13% HST on the purchase or fair market value of the whole complex, multiply the amount from line M by 1.71%. **The maximum amount you can enter on line N is \$6,300.**
- If the co-op paid 6% GST or 14% HST on the purchase or fair market value of the whole complex, multiply the amount from line M by 2.04%. **The maximum amount you can enter on line N is \$7,560.**
- If the co-op paid 7% GST or 15% HST on the purchase or fair market value of the whole complex, multiply the amount from line M by 2.34%. **The maximum amount you can enter on line N is \$8,750.**

#### Line O

Use the applicable one of the following to complete line O:

##### If the co-op paid 5% GST or 13% HST, follow these steps:

- If the amount on line M is \$367,500 or less, enter the amount from line N on line O.
- If the amount on line M is \$472,500 or more, enter "0" on line O, as no rebate is allowable.
- If the amount on line M is more than \$367,500, but less than \$472,500, complete the calculation and enter the result on line O. Your rebate is reduced if the amount you paid for the share is between \$367,501 and \$472,499.

##### If the co-op paid 6% GST or 14% HST, follow these steps:

- If the amount on line M is \$371,000 or less, enter the amount from line N on line O.
- If the amount on line M is \$477,000 or more, enter "0" on line O, as no rebate is allowable.
- If the amount on line M is more than \$371,000, but less than \$477,000, complete the calculation and enter the result on line O. Your rebate is reduced if the amount you paid for the share is between \$371,001 and \$476,999.

##### If the co-op paid 7% GST or 15% HST, follow these steps:

- If the amount on line M is \$374,500 or less, enter the amount from line N on line O.
- If the amount on line M is \$481,500 or more, enter "0" on line O, as no rebate is allowable.
- If the amount on line M is more than \$374,500, but less than \$481,500, complete the calculation and enter the result on line O. Your rebate is reduced when the amount you paid for the share is between \$374,501 and \$481,499.

The amount calculated for line O is the amount of your new housing rebate. If your house is located in Nova Scotia, continue to line P.

#### Line P – Nova Scotia rebate

You may be also eligible to claim the Nova Scotia rebate, if the unit in the co-op is located in Nova Scotia and you are eligible to claim a GST/HST new housing rebate, or you would be eligible, if line M was less than:

- \$472,500 if the co-op paid 5% GST or 13% HST;
- \$477,000 if the co-op paid 6% GST or 14% HST; or
- \$481,500 if the co-op paid 7% GST or 15% HST.

To find out if you are eligible to claim this rebate, see "Nova Scotia rebate" on page 23 and complete Section F of Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*.

#### Note

If you have been an owner-occupant in the last five years, you generally do not qualify for the Nova Scotia rebate.

If you are eligible to claim the Nova Scotia rebate, do the calculation for line P and enter the result on that line, to a maximum of \$1,500.

#### Total rebate amount including the Nova Scotia rebate

Add line O to line P.

## Modular home, mobile home, and floating home

A modular home is considered a mobile home for purposes of the GST/HST new housing rebate. Read this guide as if the modular home were a mobile home.

A builder includes the manufacturer, distributor, or retailer of your mobile or floating home, and is commonly referred to as a dealer. Qualifying land is the land on which the mobile home sits and the surrounding land that is reasonably necessary for its use and enjoyment as a place of residence (generally half a hectare, 1.23 acres, or less).

If you bought a new or a substantially renovated mobile or floating home, you can apply for a rebate yourself or through the builder. Remember that you can only complete one rebate application. You have to determine which option is the best for you:

- Option 1 – You claim the rebate only on items the dealer sold you and the dealer pays or credits you with the amount of the rebate (you do not send us the rebate application form in this case, the dealer sends it to us).
- Option 2 – You claim the rebate only on items the dealer sold you and the dealer does not pay or credit you with the amount of the rebate (you send us the rebate application form).

- Option 3 – You claim the rebate on the purchase of your mobile home or floating home from the dealer, as well as other items you bought from the dealer under a separate agreement or did not buy from the dealer (i.e., the land, or improvements to the mobile or floating home or land). You send us the rebate application form in this case.

If two or more individuals buy a mobile home or a floating home, each of the individuals must meet all of the applicable eligibility conditions, discussed in the following sections, for a new housing rebate to be available. However, only one of the individuals can apply for the rebate (that is, only one can be the claimant).

## Option 1

If you decide to get the amount of the rebate for your new or substantially renovated mobile home directly from the dealer, complete Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*. In this case, you may be able to use either Application Type 1A or 1B. For more information on which application type to use to complete Form GST190, see the information on application types below.

### Application Type 1A

Where the builder is paying or crediting you with the amount of the rebate, use Application Type 1A if:

- you bought a floating home from a builder; or
- you bought a mobile home from a builder, and you are claiming a rebate for:
  - only the mobile home, and you are not claiming a rebate for any related land or improvements (For example, you may not have paid tax on your purchase of the land. In this case, no rebate would be available for the land.);
  - the mobile home and the related land that you also bought from the builder under the same written agreement for the purchase of the mobile home (If you are claiming a rebate for the mobile home and also for land that you bought under a **separate** agreement from the mobile home, see Option 3 for more information.); or
  - the mobile home where you are leasing a site in a residential trailer park from the dealer. See page 5 for the definition of a residential trailer park. (If you are leasing land from the dealer but it is not in a residential trailer park, do not use Application Type 1A. Use 1B instead.)

### Application Type 1B

Where the builder is paying or crediting you with the amount of the rebate, use Application Type 1B if:

- you bought a mobile home;
- you are leasing the related land from the builder under the same written agreement to buy the mobile home;

- the land is not a site in a residential trailer park; and
- the lease of the land is for 20 years or more, or gives you the option to buy the land.

If the land is a site in a residential trailer park, do not use Application Type 1B. Use 1A instead.

In the case of a floating home, use Application Type 1A.

If you choose Option 1, you can claim a rebate **only** on items that the dealer sold you. If the dealer also sells you qualifying land under the same written agreement for the purchase of your home, he or she can pay or credit you with the amount of the rebate for the GST/HST you paid on the land, as well as on the expenses you have paid to the dealer to improve the land (e.g., building a foundation, adding a driveway, well or septic system, or landscaping).

Option 1 is not to your advantage if you paid GST/HST to someone other than the dealer for the land or any improvements made to the land, or if you paid GST/HST on other qualifying items not purchased from the dealer. In this case, see option 3.

## Option 2

If you decide to get the rebate for your new or substantially renovated mobile home directly from us, complete Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased From a Builder*. In this case, you may be able to use either Application Type 2 or 5. For more information on which application type to use to complete Form GST190, see the information on application types below.

### Application Type 2

Where the builder **is not** paying or crediting you with the amount of the rebate, use Application Type 2 if:

- you bought a floating home from a builder; or
- you bought a mobile home from a builder, and you are claiming a rebate for:
  - only the mobile home and you are not claiming a rebate for any related land or improvements (For example, you may not have paid tax on your purchase of the land. In this case, no rebate would be available for the land.);
  - the mobile home and the related land that you also bought from the builder under the same written agreement for the purchase of the mobile home (If you are claiming a rebate for the mobile home and also for land that you bought under a **separate** agreement from the mobile home, see Option 3 for more information.); or
  - the mobile home where you are leasing a site in a residential trailer park from the dealer. See page 5 for the definition of a residential trailer park. (If you are leasing land from the dealer but it is not in a residential trailer park, do not use Application Type 2. Use 5 instead.)

## Application Type 5

Where the builder is **not** paying or crediting you with the amount of the rebate, use Application Type 5 if:

- you bought a mobile home;
- you are leasing the related land from the builder under the same written agreement to purchase the mobile home;
- the land is not a site in a residential trailer park; and
- the lease of the land is for 20 years or more, or gives you the option to buy the land.

If the land is a site in a residential trailer park, do not use Application Type 5. Use 2 instead.

In the case of a floating home, use Application Type 2.

If you choose Option 2, you can calculate your rebate based **only** on the items the dealer sold you (for example, the floating home or the mobile home and qualifying land, if the home and the land are sold under the same written agreement, and also for improvements to that land).

Option 2 is not to your advantage if you paid GST/HST to someone other than the dealer for the land or any improvements made to the land, or if you paid GST/HST on other qualifying items not purchased from the dealer. In this case, see option 3.

## Option 3

This is the best option if you paid GST/HST to the dealer on the purchase of the mobile home or floating home and you also paid GST/HST to the dealer under a separate agreement or to someone **other than** the dealer for the land (generally half a hectare, 1.23 acres, or less) or for improvements to your land, mobile or floating home.

Complete Form GST191-WS, *Construction Summary Worksheet* and Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*. For more information on items that qualify for the rebate, see the section "Owner-built houses" on page 7. You cannot claim a rebate for any GST/HST paid on furnishings, free-standing appliances, legal costs related to leasing the land, or on services related to maintaining the mobile or floating home.

## Nova Scotia rebate

Besides the GST/HST new housing rebate, you may be eligible for the Nova Scotia rebate if your house is located in Nova Scotia. The Nova Scotia rebate is limited to a maximum of **\$1,500** and generally applies to individuals who have **not** owned and occupied a house in Canada within the last five years. If you have owned and occupied a house in Canada in the last five years and the house was involuntarily destroyed (e.g. by fire), see "Previous house destroyed" on page 25.

There is no limit on the purchase price or fair market value of your house that might reduce your Nova Scotia rebate.

You qualify for this rebate if you bought a new house (including a new condominium unit) from a builder; if you build, or engage someone to build, your new house; or if you bought a share in a co-op and you meet the following conditions and deadlines:

- the house is located in Nova Scotia for use there as your, or your relation's, primary place of residence;
- you are eligible to claim a GST/HST new housing rebate for the house, or you would be eligible if the purchase price or fair market value was less than the maximum threshold for claiming that rebate;
- you or your spouse or common-law partner must not have been an owner-occupant within the last five years (see "Owner-occupant" below); and
- you file your completed GST/HST new housing rebate application form with us by the deadline, with the necessary parts of that form that are for the Nova Scotia rebate also completed; or, if the builder is paying or crediting you with the amount of your rebate, you give the completed application form to the builder by the deadline for submitting it to the builder.

If a relation of yours will occupy the house as their primary place of residence, instead of you, that relation or their spouse or common-law partner must not have been an owner-occupant within the last five years.

### Note

This rebate is not available to an individual who substantially renovates a house, or an individual who converts a non-residential property to a house.

## Owner-occupant

The terms **spouse** and **common-law partner** are important to determine if you are an owner-occupant.

Your **spouse** is a person to whom you are legally married.

Your **common-law partner** is a person who is not your spouse, with whom you are living in a conjugal relationship, and to whom at least **one** of the following situations applies. He or she:

- a) has been living with you in a conjugal relationship for at least 12 continuous months;
- b) is the parent of your child by birth or adoption; or
- c) has custody and control of your child (or had custody and control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support.

In addition, an individual immediately becomes your common-law partner if you previously lived together in a conjugal relationship for at least 12 continuous months and you have resumed living together in such a relationship.

**Under proposed changes**, this condition will no longer exist. The effect of this proposed change is that a person (other than a person described in b) and c) above) will be your common-law partner only after your current relationship with that person has lasted at least 12 continuous months. This proposed change will apply to 2001 and later years.

Reference to “12 continuous months” in this definition includes any period that you were separated for less than 90 days because of a breakdown in the relationship.

For this rebate, a person is your spouse or common-law partner if he or she was your spouse or common-law partner at one of the following times:

- if you buy a house and the land from a builder, the earlier of the date when ownership or the date when possession of the house is transferred to you;
- if you buy a house and lease the land from the builder, when possession of the house is transferred to you;
- if you buy a share in a co-op, when ownership of the share is transferred to you; or
- if you build your own house, when the construction is substantially completed.

You are an owner-occupant if any of the following conditions apply:

- You occupied a house in Canada as your primary place of residence and either you or your spouse or common-law partner owned that house.
- You occupied a unit in a co-op in Canada as your primary place of residence, and either you or your spouse or common-law partner held a share of the capital stock of the co-op.

If a relation of yours occupies the new house you bought or built or the unit if you bought a share in a co-op, as their primary place of residence, and you, your spouse, or common-law partner does not occupy it as your or their primary place of residence, the relation is an owner-occupant if any of the following conditions apply:

- the relation occupied a house in Canada as their primary place of residence, and either the relation or his or her spouse or common-law partner owned that house; or
- the relation occupied a unit in a co-op in Canada, as their primary place of residence, and either his or her spouse or common-law partner held a share of the capital stock of the co-op.

These rules apply to the owner and co-owners identified in section A of Form GST190, *GST/HST New Housing Rebate Application for Houses Purchased from a Builder* and Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*.

#### **Example 1**

John and Mary are common-law partners. Mary owned and occupied a house within the last five years, but John did not. They are buying a new house that they will occupy as their primary place of residence.

Because Mary has been an owner-occupant within the last five years, a Nova Scotia rebate is not available.

#### **Example 2**

Pietro and Mario are brothers. They bought a new house that they will occupy as their primary place of residence. They enter their names on the rebate application form as co-owners of the house.

Because Pietro and Mario are co-owners of the new house, both have to determine if they have been owner-occupants within the last five years.

### **Five-year period**

The following information will help you determine when the five-year period begins and ends.

#### **If you bought your new house from a builder**

If you bought a new house, calculate the five-year period as follows:

**Step 1:** Determine which of the following two dates comes first (in many cases, this will be the same date):

- the day ownership of the house is transferred to you; or
- the day possession of the house is transferred to you.

#### **Note**

If you bought the house but leased the land from the builder, only consider the day possession of the house is transferred to you.

**Step 2:** Determine the first day of the five-year period that ends on the date you got in step 1.

**Step 3:** If the date you got in step 2 is the first day of a month, this date is the beginning of the five-year period. If the date you got in step 2 is not the first day of a month, the first day of the following month will be the beginning of the five-year period. This period ends on the date you got in step 1.

#### **Example**

You bought a new house from a builder and occupy the house as your primary place of residence. Ownership of the house is transferred to you on June 20, 2008, and you took possession of the house on July 2, 2008.

**Step 1:** The earlier of these two dates is June 20, 2008.

**Step 2:** The first day of the five-year period that ends on the date you got in step 1: June 21, 2003.

**Step 3:** Since June 21 is not the first day of a month, July 1, 2003 (the first day of the following month), is the beginning of your five-year period. The five-year period ends on June 20, 2008.

If you were an owner-occupant between July 1, 2003, and June 20, 2008, you do not qualify for the Nova Scotia rebate.



### If you built your own house

If you built your new house, calculate the five-year period as follows:

**Step 1:** Determine the date your house was substantially completed.

**Step 2:** Determine the first day of the five-year period that ends on the date you got in step 1.

**Step 3:** If the date you got in step 2 is the first day of a month, this date is the beginning of the five-year period. If the date you got in step 2 is not the first day of a month, the first day of the following month will be the beginning of the five-year period. This period ends on the date you got in step 1.

#### Example

You substantially completed the construction of your house on November 15, 2007, and the house is your primary place of residence. If you subtract five years from that day, you get November 16, 2002. Since November 16 is not the first day of a month, December 1, 2002 (the first day of the following month), is the beginning of your five-year period. The five-year period ends on November 15, 2007.

If you were an owner-occupant between December 1, 2002, and November 15, 2007, you do not qualify for the Nova Scotia rebate.

### If you bought a share of a co-op

If you bought a share of the capital stock of a co-op, calculate the five-year period as follows:

**Step 1:** Determine the date ownership of the share was transferred to you.

**Step 2:** Determine the first day of the five-year period that ends on the date you got in step 1.

**Step 3:** If the date you got in step 2 is the first day of a month, this date is the beginning of the five-year period. If the date you got in step 2 is not the first day of a month, the first day of the following month will be the beginning of the five-year period. This period ends on the date you got in step 1.

#### Example

You bought a share of a co-op and you occupy a unit as your primary place of residence. Ownership of the share was transferred to you on January 5, 2008. If you subtract five years from that day, you get January 6, 2003. Since January 6 is not the first day of a month, February 1, 2003 (the first day of the following month), is the beginning of your five-year period. The five-year period ends on January 5, 2008.

If you were an owner-occupant between February 1, 2003, and January 5, 2008, you do not qualify for the Nova Scotia rebate.

### Previous house destroyed

If you were an owner-occupant in the last five years and your previous house was destroyed involuntarily (for example, in a fire), you will qualify for this rebate if you bought or built a new house and you meet the conditions and filing deadlines for your application type. However, remember that the Nova Scotia rebate does not apply to substantial renovations. You may also qualify for the Nova Scotia rebate if your spouse or common-law partner was an owner-occupant and their previous house was destroyed involuntarily.

If the new house will be occupied by a relation of yours as their primary place of residence, they were an owner-occupant in the last five years but their previous house was destroyed involuntarily, and you, your spouse, or common-law partner do not occupy the new house as your or their primary place of residence, you will be able to claim the Nova Scotia rebate if the conditions are met. You may also qualify for the Nova Scotia rebate if the relation's spouse or common-law partner was an owner-occupant and their previous house was destroyed involuntarily.

### Bed and breakfast and similar establishments

As an individual who bought or built a bed and breakfast or other establishment providing short-term accommodation to the public, you may be eligible for the GST/HST new housing rebate if one of the following conditions is met:

- you bought a new or substantially renovated house from a builder, whether you bought the land or lease it from the builder, and the house includes rooms that are to be rented for short-term accommodation to individuals as a place of residence or lodging; or
- you built or substantially renovated your house, or carried out a major addition along with the renovation of the existing house, and the house includes rooms that are to be rented for short-term accommodation to individuals as a place of residence or lodging.

Generally, short-term accommodation means housing that is supplied by way of lease, licence, or similar arrangement for the purpose of its occupancy by an individual as a place of residence or lodging. The period throughout which the same individual is given continuous occupancy is less than one month.

You also have to meet the other eligibility conditions. For example, more than 50% of the house (including the bed and breakfast) has to be used as your primary place of residence or that of a relation of yours, either individually or in combination.

If 50% or less of the house that includes the bed and breakfast is used as your primary place of residence or that of a relation of yours, only the portion that is your primary place of residence or that of a relation of yours will be eligible for the new housing rebate.

You also have to tick the box called “Bed and breakfast” in Section C of the rebate application.

## **GST/HST transitional rebate**

If you bought a new house you may be entitled to claim one or both transitional rebates, depending on your situation.

### **2008 transitional rebate**

You may be entitled to claim the 2008 transitional rebate if you and a builder entered into a purchase and sale agreement to buy a new or substantially renovated house after May 2, 2006, and before October 31, 2007, and both ownership **and** possession transferred to you after December 31, 2007.

### **2006 and 2008 transitional rebates**

You may be entitled to claim both the 2006 and 2008 transitional rebates if you and a builder entered into a purchase and sale agreement to buy a new or substantially renovated house before May 3, 2006, and both ownership **and** possession transferred to you after December 31, 2007.

### **2006 transitional rebate**

You may be entitled to claim a 2006 transitional rebate if you and a builder entered into a purchase and sale agreement to buy a new or substantially renovated house before May 3, 2006, and both ownership **and** possession of the house are transferred to you after June 30, 2006, and before January 1, 2008.

These rebates account for the reduction in the rate of GST/HST in 2006 and 2008. If you can claim the new housing rebate, the calculation for one or both transitional rebates will take this into account. If you cannot claim the new housing rebate (for example, because the purchase price of the house is \$450,000 or more), you may still be entitled to claim one or both transitional rebates.

Also, you may be eligible to claim a transitional rebate if you bought a new house in Canada that is not your primary place of residence such as a cottage or an investment property.

For more information, see Form GST193, *GST/HST Transitional Rebate Application for Purchasers of New Housing*. You can get this form from our Web site at [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub) or call us at 1-800-959-2221.

You are not eligible for this rebate if you built your own house. The rebate calculations on Form GST191 take into account the possibility that you have paid GST and/or HST at different rates during the construction.

## **Where to send your rebate form**

Mail your completed rebate application form and other documents to:

**Summerside Tax Centre  
275 Pope Road  
Summerside PE C1N 6A2**

All claims are subject to verification.

## For more information

This guide uses plain language to explain the most common situations. If you need more help after you read this guide, call our Business Enquiries line at **1-800-959-5525**.

If you need help to determine if you can claim the new housing rebate (such as conditions and deadlines), or to complete your rebate application, call us at **1-800-959-5525**. If you have questions about the status or processing of your rebate application, call us at **1-800-565-9353**.

### Internet

You can find GST/HST information by visiting our Web site at [www.cra.gc.ca/gsthst](http://www.cra.gc.ca/gsthst). You may want to bookmark this address for easier access to our Web site in the future.

### Forms and publications

The forms you need to claim the new housing rebate are included in the middle of this guide. Many of our forms and publications are available on our Web site at [www.cra.gc.ca/gsthstpub](http://www.cra.gc.ca/gsthstpub), or by calling us at **1-800-959-2221**.

### Teletypewriter users

If you have a hearing or speech impairment and use a teletypewriter, you can call our bilingual enquiry service at **1-800-665-0354** during regular business hours.

### Direct deposit



Direct deposit is a safe, convenient, dependable, and timesaving way to receive your GST/HST rebate. Direct deposit payments are less likely to be lost, stolen, or damaged as may happen with cheques, and direct deposit is confidential.

Funds for a direct deposit payment will be available in your bank account on the same day as we would have mailed your cheque. If you send your rebate application to us, we can deposit your GST/HST rebate payment into your account at a financial institution.

To do this, complete Form GST515, *Direct Deposit Request for the GST/HST New Housing Rebate*, a copy of which is enclosed, and send it with your rebate application.

### Your opinion counts

If you have any comments or suggestions that could help us improve our publications, we would like to hear from you. Please send your comments to:



**Taxpayer Services Directorate  
Canada Revenue Agency  
750 Heron Road  
Ottawa ON K1A 0L5**

Think Recycling!



**Printed in Canada**