Ministry of Government Relations

Provincial Disaster Assistance Program

P.O. Box 227 Regina, Canada S4P 2Z6

PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP)

Private Property Application Instructions

This document is meant to assist with the completing of an application for the Provincial Disaster Assistance Program.

General Guidelines

1. Application must be submitted within six (6) months of the date of disaster.
2. All pages of the application must be completed and the application must be signed prior to being processed.
3. All claimants must submit a letter from their insurance provider detailing coverage prior to the application being processed. In addition, the following information is required:
   a. Small business (includes agricultural operations) applications require proof of GROSS income, salary expenses and ownership percentage if applicable. All applicable official CRA documents for the most recent tax year are required.
   b. Charitable organization, park authority and board applications need to provide proof-of-charitable status documentation or registration information; only providing registration numbers is insufficient. Not-for-profit organizations, volunteer groups and community groups need to provide a mission statement outlining their activities and involvement in the community.
   c. Tenants are required to submit a copy of their current lease agreement which indicates the names of those that occupy the property. If there is no lease, a letter from the tenant's landlord indicating the names of those that occupy the property. All names must be identified on the application.

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(1) APPLICATION TYPE

One application type is accepted per application; if you have damage that affects multiple category types, separate applications must be filled out. For example, if you have a house on your farm and both your house and land sustain damage, two applications (one for home owner, one for agricultural operation) are required. If you are a landlord and have multiple damaged rental units, one application is sufficient, with all rental units listed.

- Home owner category is for people who own the property being claimed and live there as their principal residence on a day to day basis.
- Agricultural operations category is for people who derive revenues from carrying on a farming operation in Saskatchewan.
- Tenant category is for people who rent the property in which they use as their principal residence on a day to day basis.
- Small business category is for people who operate a small business in Saskatchewan for profit.
- Non-profit category is for a corporation, organization, foundation, society or association that is a registered charity within the meaning of the INCOME TAX ACT (Canada), is incorporated or continued pursuant to an Act or an Act of Parliament of Canada for the purpose of providing social, charitable or recreational services;

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(2) APPLICANT INFORMATION

Only individuals whose names are listed on the application can be contacted to discuss matters pertaining to the claim; minors (those under the age of eighteen) should not be listed. Cheques will be made out to the name (s) listed on the application. If the claimant authorizes the Program to correspond with a person other than the claimant, the contact information should also be included.

Contact information listed should be the primary mailing address where all correspondence will be sent and the telephone number where the applicant can be reached. In situations where applicants will be absent from their primary residence for an extended period of time (e.g. illness, relocation out-of-province/country), alternative contact information should be listed.

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(3) DAMAGED PROPERTY INFORMATION

Provide the actual address of damaged property. Legal land description is accepted.

For Agricultural Operation claims: Up to 12 quarter-sections of land can be claimed per application; additional legal land descriptions can be provided on a separate sheet if necessary. If you have land in more than one RM you can make additional applications.

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(4) LAND OWNER'S AUTHORIZATION

This section only needs to be filled out if you are claiming for an agricultural operation. If you rent or lease land and are claiming for the rented/leased land, the Land Owner's section must be completed by the property owner. Either the owner OR the renter of the land can make a claim for that property, but not both.

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(5) INSURANCE INFORMATION

For all home owner, tenant and small business claims, PDAP requires a letter from your insurance company which either denies coverage or details the extent of coverage that will be provided. Verbal denial of coverage for losses or emails will not be accepted; written documentation must be submitted with each application. All insurance letters should be addressed to the person(s) or business name listed on the PDAP application and are to be signed. People with no insurance on their belongings need to self-identify a lack of coverage. PDAP staff cannot contact insurance agents regarding your claim.

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(6) TYPE OF LOSS

Check all applicable boxes; if additional types of damage have occurred.

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(7) CLAIMANTS WRITTEN STATEMENT

Summarize the event and the measures you have taken including dates.

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(8) ITEMS LOST OR DAMAGED

All damaged items and structures should be photographed prior to performing any repairs. If it is not possible to save damaged items due to health concerns (mould, sewage, etc.), photos of the items should be taken prior to disposal. Photos need to accurately depict the age/condition of the item at the time of loss and should be given to the adjuster at the time of assessment. PDAP will not reimburse for items for which no proof-of-loss can be accurately established or for which identity of items cannot be determined. List items which need replacing or repair with original purchase date; attach a separate sheet if necessary.

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(9) DISPLACEMENT (Residential)

If you are displaced from your residence during and after the event, please complete this section in its entirety and advise particulars of where you are staying. If staying at a hotel or rental unit, receipts or copies of receipts must be submitted to PDAP.

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(10) DISPLACEMENT (Small Business)

If your small business, including agricultural operations and landlords, are unable to operate your business under current conditions at its' present location, please complete this section in its entirety. If you require to relocate your business during this period of time, all receipts or copies of receipts must be submitted to PDAP.

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(11) EMERGENCY RESPONSE AND CLEAN-UP DETAILS

List any hours of clean-up labour and equipment used to clean-up following the event and include any invoice or copy of invoice if equipment was rented or if you hired a contractor to clean your property. (E.g. of equipment usage – John Deere tractor with bucket, model no. 6092, 4WD – 200 HP - Owned - 21 hrs of usage – used to haul away debris of trees and branches after plow wind.)

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(12) DECLARATION, SIGNATURE OF CLAIMANT AND WITNESSES

Read over this section carefully, prior to signing the application.

All applications must be signed and dated prior to processing. Applications that are not signed will be held until the applicant is contacted and a signed application is submitted. Witnesses must not be applicants listed on the application and be at least 18 years of age.

Application Checklist

- ☐ Application
- ☐ Letter from Insurance
- ☐ Gross revenue and expense information (small business claims)
- ☐ Proof of non-profit status (if applicable)
- ☐ Lease Agreements (tenants only)

Mail applications and supporting documentation to:

Provincial Disaster Assistance Program
P.O. Box 227
REGINA SK S4P 2Z6

PDAP cannot accept e-mailed or faxed forms; original signed document needs to be submitted. All photos, samples and receipts should be kept and provided to the adjuster during assessment.