



PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP)
Private Property Application

APPLICATION NUMBER

For office use only

DESIGNATED DISASTER AREA :

Municipality Name	Date of Loss	Type of Event
RM of Saltcoats	June 26, 2012	Plow Wind

(1) APPLICATION TYPE

Please check one box per application; if more than one category applies, use separate applications:

Home Owner (Principal Residence Only) Agricultural Operation Small Business

Tenant Other : (explain) _____

Non-Profit : (Describe type) _____

(2) APPLICANT INFORMATION (please print)

Name(s) (Last, First, Middle Initial) _____

Business Name (If damage is to an income or business property) _____ Name of Contact Person _____

Mailing Address Street City, Town or Village Postal Code

Primary Telephone Number () _____ Secondary Telephone Number () _____ Cell Phone Number () _____ Email Address _____

ALTERNATE ADDRESS AND TELEPHONE NUMBER I CAN BE CONTACTED AT:

_____ () _____

Address Street City, Town or Village Postal Code Telephone Number

(3) DAMAGED PROPERTY INFORMATION

Damaged Property Address - **Urban** Street City, Town or Village Postal Code

(Legal land description accepted)

Damaged Property Address - **Rural** QTR SEC TWP RGE WEST of

(4) LAND OWNER'S AUTHORIZATION

I/We as the registered owners of the property listed direct and authorize the Provincial Disaster Assistance Program to make payment(s) to the eligible Operator(s) for eligible damages to my land.

Registered Owner(s) Name(s) (Last, First, Middle Name or Initial) _____

Address Street City, Town or Village Postal Code

Telephone Number () _____ Tenant Name(s) _____

I/We _____ (please print) give permission to the above tenant to make claim for the above described land.

_____ _____

Signature Date

(5) INSURANCE INFORMATION

Do you carry insurance for your residence/buildings and/or belongings? Yes No

Name of Insurance Broker/Agent _____ Telephone Number () _____

Date Broker/Agent was Notified of the Damage and Loss _____ Has your claim been denied by your insurer?

Yes (Please attach written documentation from your insurance agency/broker.)

No (Please provide an explanation.) Pending

All residential, small business and tenant claims require a signed letter from their insurance provider, stating if any coverage will be provided. Verbal denials and emails will not be accepted as proof of a lack of Insurance coverage.

(6) TYPE OF LOSS :

- Sewer-back up Overland Flooding or Seepage Both sewer back-up and seepage
 Plow Wind/Tornado Other : (describe) _____

Overland Flooding is water entering a building through surface openings; seepage is water entering a building through cracks in walls and/or floor slab. Sewer back-up is water and/or sewage coming up from drains, toilets or the cleanout valve.

(7) ITEMS LOST OR DAMAGED

- Additional items may be listed on a separate sheet, numbered consecutively following the items listed below.
- PDAP requires pictures to be taken for all loss and/or damage(s) and provided to the adjuster.

Description of Item(s)

1. _____
2. _____
3. _____
4. _____
5. _____

(8) DECLARATION

I am the Applicant or I am named as the contact person in Part 2, and I declare that I/We:

- am at least 18 years of age; a Small Business, Partnership, Corporation, Non-Profit Organization or Communal Organization that carries on business in Saskatchewan;
- have read, understand and agree to the conditions of the Program;
- consent to and authorize the release of any information to the Program administrators relating to claim from any government ministry, agency, or third party, for the purpose of verifying information under this application;
- authorize the Ministry of Government Relations to request information from any federal or provincial government ministry or agency, or from any third party, and consent to disclose any information contained in this application or pertaining to payment, to such ministry, agency, or third party, for the purpose of administering the Program;
- consent to and authorize any ministry, agency, or third party mentioned above, who is requested to verify or provide information, to disclose that information to Government Relations;
- consent to and authorize Government Relations to disclose information relating to my application or payment to any review committee that may be established for the purposes of this Program, in the event that a review is requested;
- authorize Government Relations, or its designated representatives, to enter the premises identified on the application for the purposes of verifying information under this application;
- understand that Government Relations assumes no liability whatsoever from my participation in the Program;
- certify that no other application has been made or will be made under this Program or any similar program in another province, with respect to the same expenditures claimed on this application;
- agree to disclose all other sources of funding including financial and/or in-kind contributions from industry, insurance, federal, provincial, or municipal governments in respect to any claim on this application; and
- have not knowingly submitted any false or misleading information; and that the information given on this application is true and correct in every respect.

Applicant Signature(s)

Witness Signature

Dated

| | | | | | | |
 D D M M Y Y Y Y

Please return original application forms to:

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

PDAP cannot accept emailed or faxed forms. All applications must be original, signed documents.





PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP) Private Property Triage Form

Municipality/City/Town RM of Saltcoats	PCC Number (if known)
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Name (last, first): _____

Name must match application form

Affected Address: _____

GENERAL

Electricity On Off Water/Sewer On Off
 Natural Gas On Off Telephone On Off

Is there evidence of sewer back-up including odour or visible sewage? Yes No

Is there evidence of mould? Yes No

If yes, describe location(s): _____

Has there been any visible foundational issues (movement, cracks, shifting)? Yes No

If yes, describe location and extent of issues: _____

Are there safety concern(s) that present an immediate danger? Yes No

If yes, identify: _____

Do you have property insurance? Yes No

Have you been denied coverage for this loss? Yes No Pending

For flooding disasters, at its' highest level, how high was the water in the affected building?

Less than or equal to 4 inches Less than or equal to 4 feet Higher than 4 feet

Has either appliance been affected? Furnace/Boiler Water Heater (Rent or Own)

Displacement

Are you currently displaced? Yes No

Is Emergency Social Services (ESS) assisting you? Yes No

Date displacement began _____ Return Date _____

Where are you staying? Hotel Family/Friends Rental Unit Other: _____

If Other, describe arrangements: _____

Principal Residence Owner Tenant

Number of people living at affected residence: Adult(s) (18+) _____ Minor(s) _____

Was this residence occupied by applicant(s) on the day of the disaster? Yes No

If no, explain: _____

Small Business including agricultural operations and landlords

Can your business operate under current conditions at its' present location? Yes No

If no, describe why not: _____

Do you own, rent or lease your business building? Own Rent Lease

If rented or leased, has the property owner been contacted? Yes No Unable to contact

If no or unable to contact, explain: _____

Emergency Response (measures taken to prevent further damages or to provide public safety during the eligible event)

Have you incurred expenses related to emergency response? Yes No

If yes, what is the approximately dollar value spent to date? _____

Please be advised that receipts and photos must be provided to PDAP to substantiate the measures being taken and costs incurred for emergency response.

I declare all information to be true.

Signature(s) of Applicant

Date



PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP) Cleanup Details Form

Claimant(s) Name: _____

Affected Address: _____

Please list the following information for cleanup:

1. Please keep and provide to your adjuster.
2. Clean-up Hours: Indicate actual hours worked.
3. Equipment used with cleanup:
 - Include invoice or copy of invoice if equipment was rented;
 - If using your own equipment include the type, size, model number, horse power (if applicable) and list the activity.

Example: **Flooding:** wet vac – owned, 10 hours, removed water from basement carpet
 Other Relevant Info: electrical inspection to reconnect electricity - invoice included;

Tornado JD 7810, 2 WD tractor with front end loader, owned - 10 hours – loading debris onto truck
 chainsaw , rented, 5 hours, – removing damaged tree limbs, invoice included
 ½ ton truck, owned, 3 hours – loading and hauling tree debris

Event:		<input type="checkbox"/> Flooding/Heavy Rain/Severe Storm	<input type="checkbox"/> Tornado
Total Clean-up Hours (attach hour logs):		Flooding/Heavy Rain _____	Tornado _____
Equipment Used:			
Type and model of equipment	Owned/Rented	Hours Used	Explanation of Use
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
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_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____
_____	<input type="checkbox"/> Owned <input type="checkbox"/> Rented	_____	_____

Other Relevant Information to Substantiate Claim:

Claimant Signature(s) _____

Date: _____



PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP) Private Property Application Instructions

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

General Guidelines

1. Application must be submitted within six (6) months of the date of disaster.
2. Both sides of the application must be completed and the application must be signed prior to being processed.
3. A Private Property Triage Form must be completed in full and submitted with each application in order for the Program to identify priority cases.
4. 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 operation) applications require proof-of-income; a tax return showing the **gross** income of farming operations, rental property or business revenue for the most recent tax year is required. Note: un-audited financial statements or statements which only list net income and/or expenses will not be accepted as proof-of-income.
 - 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 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.

(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 organizations is 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;
- Park Authorities can include regional parks, provincial parks, the Wascana Centre Authority, the Meewasin Valley Authority or the Wakamow Valley Authority.

(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 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.

(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.

(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.

(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.

(6) TYPE OF LOSS

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

(7) 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 age/condition of item at time of loss and should be given to the adjuster at 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.

(8) SIGNATURE OF CLAIMANT AND WITNESSES

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.

Application Checklist

- Application
- Claimant Statement
- Letter from Insurance
- Gross revenue statement (small business claims)
- Private Damage Triage form
- Lease Agreement (tenants only)
- Proof of non-profit status (if applicable).

Mail applications and supporting documentation to:

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

PDAP cannot accept emailed 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.