

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.
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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 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;
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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 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.