

Documents needed for PDAP claims

All claims must include

- A copy of your insurance denial letter from your insurance **Provider**, not your insurance **Broker**. This letter must:
 - Be addressed to you
 - Be on the insurer Provider's letterhead
 - Include your policy number
 - State the date of loss, which must be within your community's disaster event dates
 - Provide the location of loss (address or legal land description)
 - Include a statement indicating you do not have coverage for damages as a result of the disaster event
- Additional documents as noted below

Principal residence

In addition to your insurance denial letter, you will need:

- A copy of your driver's license

Non-profit, volunteer or community group

In addition to your insurance denial letter, you will need:

- A copy of financials indicating the gross income
- A copy of mission statement outlining your activities and involvement in the community

Charitable organization or board

In addition to your insurance denial letter, you will need:

- Proof of charitable status documentation or registration information
- Copy of financials indicating gross income

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Agricultural operation

In addition to your insurance denial letter, you will need:

- A copy of your prior year's T1 General income tax return(s) submitted to the Canada Revenue Agency (CRA); the return(s) must include any Statement of Farming Activities (T2042) schedules
- If filing as a limited corporation – a copy of the prior year's T2 Corporate Tax return(s) including Schedules 1 and 125. Unaudited Financial Statements are not sufficient
- The CRA Notice of Assessment that corresponds with either the T1 or T2 tax return(s)
- All T4 and/or T5 slips associated with the above T1 General Personal tax Returns(s) or T2 Corporate Tax Return(s), if the agricultural operation had employees
- T4 Summary, if the agricultural operation had employees

Small business

In addition to your insurance denial letter, you will need:

- A copy of your prior year's T1 General income tax return(s) submitted to the Canada Revenue Agency (CRA); the return(s) must include any Statement of Business Activities schedules (T2125)
- If filing as a limited corporation – a copy of your prior year's T2 Corporate Tax returns(s) including Schedules 1 and 125. Unaudited Financial Statements are not sufficient
- The CRA Notice of Assessment that corresponds with either the T1 or T2 return(s)
- All T4 and/or T5 slips associated with the above T1 General Personal Tax Return(s) or T2 Corporate Tax Return(s), if the business had employees
- T4 Summary, if the business had employees
- If claiming a rental property, a copy of your prior year's T1 General income tax return(s) submitted to the Canada Revenue Agency (CRA); the return(s) must include any Statement of Real Estate Rentals (form T776) or, if filing as limited corporation – a copy of your prior year's T2 Corporate Tax returns(s) including Schedules 1 and 125. Unaudited Financial Statements are not sufficient
- The CRA Notice of Assessment that corresponds with the either the T1 or T2 tax return(s)

For clarification or to submit official documents:

1-866-632-4033
PO Box, 227 Regina, SK S4P 2Z6
Fax: (306) 798-2318
Pdapdocs@gov.sk.ca
saskatchewan.ca/PDAP

PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP) Private Property Application Instructions

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

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 operation) applications require proof of GROSS income and if applicable salary expenses and ownership percentage. 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.

(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;

(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 applications 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) 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.

(5) TYPE OF LOSS

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

(6) CLAIMANTS WRITTEN STATEMENT

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

(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) 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.

(9) 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.

(10) 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.)

(11) DECLARATION, SIGNATURE 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 statement (small business claims)
- Proof of non-profit status (if applicable).

Mail applications and supporting documentation to:

Provincial Disaster Assistance Program
PO Box 227
REGINA SK S4P 2Z6

All photos, samples and receipts should be kept and provided to the adjuster during assessment. Please email your application along with all required documentation to pdapdocs@gov.sk.ca

PROVINCIAL DISASTER ASSISTANCE PROGRAM (PDAP)

APPLICATION NUMBER

Private Property Application

For office use only

DESIGNATED DISASTER AREA :

Municipality Name	Date of Loss	Type of Event
Town of KELVINGTON	August 13, 2022	Plow Wind

(1) APPLICATION TYPE

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

- Registered Home Owner (Principal Residence Only) Tenant
- Number of people living at affected residence: Adults (18+) _____ Minor(s) _____
- Other : (explain) _____ Agricultural Operation Small Business/
Rental Property
- Non-Profit : (Describe type) _____

Have you had a previous claim with PDAP? Yes No

If yes, advise year of previous claim and PDAP claim no. _____ Year _____ PCC
Previous Claim No. _____

(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 No. () ()

Cell Phone Number () ()

Email Address

ALTERNATE ADDRESS AND TELEPHONE NUMBER I CAN BE CONTACTED AT:

() ()

Telephone Number

Address Street

City, Town or Village

Postal Code

**(3) DAMAGED PROPERTY INFORMATION IF DIFFERENT FROM MAILING ADDRESS.
(Damaged property must be owned by the applicant to be eligible)**

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

If more room is needed please attach a separate sheet with Legal Land Descriptions.

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)
- Is there evidence of mould? Yes No If yes, describe location(s) _____

Electricity On Off Water/Sewer On Off

Natural Gas On Off Telephone On Off

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

If Yes, Identify _____

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

If yes, describe the location and extent of issues: _____

(4) 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/agricultural operations and tenant claims require a signed letter from their insurance provider (not broker) including policy number, date of loss, legal land description and it must state if any coverage will be provided. Verbal denials and emails will not be accepted as proof of a lack of insurance coverage.

(5) 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, sump pits or the cleanout valve.

(6) CLAIMANT WRITTEN STATEMENT

Statement of Event : (Describe the event and measures you have taken including dates - if additional room is required please attach a separate sheet)

(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 damages and provided to the adjuster.

Description of Item(s)

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____
- 7. _____ 8. _____
- 9. _____ 10. _____
- 11. _____ 12. _____
- 13. _____ 14. _____

(8) DISPLACEMENT (Residential)

Are you currently displaced? Yes No

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

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

If no, explain _____

Date displacement began _____ Return Date: _____

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

If Other, describe arrangements: _____

(9) DISPLACEMENT (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: _____

(10) EMERGENCY RESPONSE AND CLEAN-UP DETAILS (measures taken to prevent further damages or to provide public safety during the eligible event)

Have you incurred any expenses related to emergency response? Yes No

If yes, approximate 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.**

Total Clean-up Hours (attach log of hours): Flooding/Heavy Rain: _____ Tornado/Plow Wind: _____

Type 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	_____	_____
_____	<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	_____	_____

If using your own heavy equipment include the type, size, model number, horse power (if applicable) and list the activity.

(11) 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/Agricultural Operation, 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 claims from any government ministry, crown, agency, or third party, for the purpose of verifying information under this application;
- authorize the Ministry of Corrections, Policing and Public Safety to request information from any federal or provincial government ministry, crown or agency, or from any third party, and consent to disclose any information contained in this application or pertaining to payment, to such ministry, crown, agency, or third party, for the purpose of administering the Program;
- consent to and authorize any ministry, crown, agency, or third party mentioned above, who is requested to verify or provide information, to disclose that information to the Ministry of Corrections, Policing and Public Safety;
- consent to and authorize the Ministry of Corrections, Policing and Public Safety 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 the Ministry of Corrections, Policing and Public Safety, or its designated representatives, to enter the premises identified on the application for the purposes of verifying information under this application;
- understand that the Ministry of Corrections, Policing and Public Safety 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)

3rd Party Witness Signature

Dated

	D	D	M	M	Y	Y			

Please return original application forms to:

Provincial Disaster Assistance Program (PDAP)
P.O. Box 227
REGINA SK S4P 2Z6 Toll Free: 1-866-632-4033

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

SIX MONTH DEADLINE FOR SUBMISSION OF APPLICATION

- **Application form(s) must be filed within six (6) months from the date of loss. Submissions received after this date may result in PDAP not providing assistance.**

SIX MONTH DEADLINE DATE: February 13, 2023