

**Provincial Disaster Assistance Program (PDAP)  
Private Property Application**

**APPLICATION NUMBER**

For office use only
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**DESIGNATED DISASTER AREA**

Municipality Name	Date of Loss	Type of Event

**NOTE: This is a sample application ONLY. Do not print this form.  
If you wish to apply to PDAP, you MUST contact your local municipal office for an event-specific application form.**

**(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) \_\_\_\_\_       Small Business       Agricultural Operation  
 Non Profit: (Describe type) \_\_\_\_\_

Have you had a previous claim with PDAP	<input type="checkbox"/> Yes <input type="checkbox"/> 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			
Residence Telephone Number ( )	Business 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 ( )
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**(3) DAMAGED PROPERTY INFORMATION (Damaged property must be owned by the applicant to be eligible)**

Damaged Property Address - <b>Urban</b>	Street	City, Town or Village	Postal Code
<i>(Legal land description accepted)</i>			
Damaged Property Address - <b>Rural</b>	QTR	SEC	TWP
	RGE	WEST of	

*If more room is required 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 \_\_\_\_\_  
 \_\_\_\_\_  
 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 location and extent of issues: \_\_\_\_\_  
 \_\_\_\_\_

**(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 as described above.**

Registered Owner(s)    Name(s)    (Last, First, Middle name or Initial)
Address      Street      City, Town or Village      Postal Code
Telephone Number (306)      Tenant Name (s)

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

Signature(s)	Date
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**(5) INSURANCE INFORMATION**

Do you carry insurance for your residence/buildings and/or belongings?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> YES (Please attach documentation from your insurance agency/broker.) <input type="checkbox"/> NO (Please provide an explanation.)

All residential, small business/agricultural operations and tenant claims require a signed letter from their insurance provider, including policy number, 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.

**(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) CLAIMANTS WRITTEN STATEMENT**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(8) 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. \_\_\_\_\_ 6. \_\_\_\_\_

**(9) 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: \_\_\_\_\_

**(10) 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: \_\_\_\_\_

**(11) EMERGENCY RESPONSE AND CLEAN-UP DETAILS (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, 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 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	_____	_____

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.

**(12) 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 principal resident of Saskatchewan, or 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, 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, 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, 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 contribution 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)

\_\_\_\_\_

3<sup>rd</sup> Party Witness Signature

Please return original application forms to: **Provincial Disaster Assistance Program (PDAP)**  
P.O. Box 227  
REGINA SK S4P 3T2 Toll Free: 1-866-632-4033

**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:**