

(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.