

PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA)

PLEASE CHECK APPROPRIATE BOX:

Home Owner
 Residential Tenant
 Small Business
 Farm Owner
 Charitable/Volunteer Organization

Please refer to the DFA Guidelines for further program information.

APPLICANT INFORMATION

Name(s) [<i>Last, First, Initial</i>]				Office Use Only	
Mailing Address		<i>Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Residence Telephone Number	Business Telephone Number	Cell Phone Number		Facsimile Number	
First Nations Status: <input type="checkbox"/> YES or <input type="checkbox"/> NO If Yes, Status Card Registry #:					

For Residential Tenant/Renter Applicants:

Provide Registered Building Owner(s) and/or Landlord(s) Name(s)	Contact Phone Number(s)
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For Small Business, Farm Owner or Charitable/Volunteer Organization Applicants:

Business, Farm, or Organization Name	Name of Contact Person
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DAMAGED PROPERTY INFORMATION

Damaged Property Address - URBAN		<i>Street</i>	<i>City/Town</i>	<i>Postal Code</i>
Damaged Property Address - RURAL		<i>Street</i>	<i>City/Town</i>	<i>Postal Code</i>
OR MD/Regional District	QTR	SEC	TWP	RGE WEST of
Lot, Block and Plan	Parcel Identifier (PID)	On First Nations Reserve?		Manufactured Home?
		<input type="checkbox"/> YES or <input type="checkbox"/> NO		<input type="checkbox"/> YES or <input type="checkbox"/> NO
Describe the cause of the damage/loss and any steps taken to minimize the loss or damage			Date of Damage/Loss:	

Note: Applications will not be accepted after deadline. The application deadline is 90 days from the date DFA was authorized. Please check our website www.pep.bc.ca or call toll free 1-888-257-4777 to verify the application deadline applicable to your weather event.

PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA) (continued)

Description of Item(s) lost or damaged as a result of the disaster:

On Appendix A, third page of this application, list all items damaged or lost. Please ensure that all three pages of the application are completed and submitted to the Recovery Unit as soon as possible. If further items are identified after submitting your application, please keep a list of new items and have it available for the Evaluator during the site meeting.

Do these losses (excluding luxury/non-essential items and landscaping) total more than \$1,000? YES or NO

OCCUPANCY INFORMATION

Do you have insurance coverage for the damage/loss that incurred? YES or NO

- If No, you are required to obtain written confirmation from your broker/agent, which includes the appropriate policy section that your insurance policy does not cover the loss. Please have this confirmation available for the Evaluator during the site meeting.

As the Home Owner, are you eligible for a BC Home Owner Grant for this property? YES or NO

As the Home Owner or Renter, did you occupy this property as your principal residence? YES or NO

List the names of all full-time Occupants who resided in the home at the time of the event:

CLEANUP AND DISINFECT

On Appendix B, page 4 of this application, please track, on a daily basis, the number of hours you, your family and friends spent cleaning up your property. Please have this available for the Evaluator during the site meeting. For further information about cleanup and disinfection, please refer to the PEP website at <http://www.pep.gov.bc.ca/floods/recovery.html> or contact our office for a copy of "One Step at a Time – a guide to disaster recovery."

DOCUMENTATION REQUIREMENTS

Refer to Appendix C, page 5 of this application, which provides information on the documentation requirements for this application process.

CONSENT TO RELEASE INFORMATION and DECLARATION

I/We authorize the Provincial Emergency Program (PEP) to disclose all personal information that I/we provide to PEP and that PEP collects about me/us to other relief organizations, humanitarian agencies and governments that are offering any assistance whatsoever as a result of this disaster. I/We give PEP my/our permission to use my/our personal information to fully evaluate my/our post-disaster circumstances, to determine my/our eligibility for disaster financial assistance, and to ensure all sources of assistance to me/us are considered. This consent is valid for one year from the date of signing.

I/We do solemnly declare that the foregoing representative statements are to the best of my/our knowledge, information and belief, true in every particular detail, and I/we make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Signature of Applicant	Date	Signature of Applicant	Date
Print Name		Print Name	

To apply, please complete and return this form to:
 Provincial Emergency Program, PO Box 9201 Stn Prov Govt, Victoria BC V8W 9J1
 Fax: (250) 952-5542 Telephone: 1-888-257-4777 (Toll Free)
 The Compensation and Disaster Financial Assistance Regulation is available for viewing on the Internet at:
http://www.qp.gov.bc.ca/statreg/reg/E/EmergencyProgram/124_95.htm

PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA) (continued)

APPLICANT NAME: _____

APPENDIX A

ITEMS SUBMITTED FOR DAMAGE ASSESSMENT		PEP Use Only:		
Item #	Description of Item Claimed	#	Code	Comments
1.				
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26.				

PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA) (continued)

APPENDIX C

You will be required to submit copies of the following documentation (with your application or later to the Recovery Unit, or have this documentation available for the Evaluator during the site meeting):

- Written confirmation from your broker/agent which includes the appropriate policy section that your insurance policy does not cover the loss. (For all applicant categories)
- Invoices/receipts for goods or services needed for clean up and disinfection processes. (For all applicant categories)
- A copy of a rental agreement or lease, if applicable. (For Residential Tenants, Farm Owners, Small Business Owners and Charitable Organizations)
- The last financial statements (income statement and balance sheet) used for income tax purposes, as well as the filed personal income tax returns for all owners and the business, if applicable. (For Small Business Owners, Farm Owners and Charitable Organizations).
- A listing of the Directors with their contact and address information. (For Charitable Organizations)
- Proof of the organization's registration under the BC *Society Act*. (For Charitable Organizations)
- A copy of the organization's annual report and financial statements last filed with the Registrar of Companies. (For Charitable Organizations)
- A copy of the Central Securities Register, if applicable. (For Small Business and Farm Owners)
- Any other information necessary to support your application.

Your cleanup will probably begin before the Evaluator arrives...

1. Where possible, damaged contents should not be thrown away until the Evaluator arrives. If items must be thrown away, the applicant should take pictures of the items.
2. For structural damage, if the repairs must be done before the Evaluator arrives, please take pictures of the damage before it is repaired.
3. If you have rented or hired equipment or other suppliers to assist you with cleanup, keep receipts or invoices.
4. For further information about clean up and disinfection please refer to the PEP website at <http://www.pep.gov.bc.ca/floods/recovery.html> or contact our office toll free at 1-888-257-4777 for a copy of "One Step at a Time – a guide to disaster recovery."