



# 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) [Last, First, Initial]				Office Use Only	
Mailing Address	Street	City/Town	Province	Postal Code	
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 - <b>URBAN</b>		Street	City/Town	Postal Code
Damaged Property Address - <b>RURAL</b>		Street	City/Town	Postal Code
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](http://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 Provincial Emergency Program 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](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

With the exception of invoices which can be provided to the Evaluator during your site visit, you are required to submit copies of the following documentation with your application. If you are concerned you may be unable to obtain any or all of the documentation prior to the application deadline, please contact the Provincial Emergency Program.

#### **HOME OWNER AND RESIDENTIAL TENANT APPLICATIONS:**

- Written confirmation from your insurance broker/agent which includes the appropriate policy section outlining whether your insurance policy covers the loss.
- A copy of a rental agreement or lease (for residential tenant applications).
- Invoices/receipts for goods or services needed for clean up and disinfection processes. (You may provide these to the Evaluator during site visit)

#### **SMALL BUSINESS OWNER AND FARM OWNER APPLICATIONS:**

- The last financial statements (income statement and balance sheet) used for income tax purposes.
- Filed corporate income tax return (if applicable).
- Filed personal income tax returns for all owners.
- A copy of the Central Securities Register.
- Written confirmation from your insurance broker/agent which includes the appropriate policy section outlining whether your insurance policy covers the loss.
- A copy of a rental agreement or lease (if applicable).
- Invoices/receipts for goods or services needed for clean up and disinfection processes. (You may provide these to the Evaluator during site visit)

#### **CHARITABLE/VOLUNTEER ORGANIZATIONS:**

- A listing of the Directors, including their contact and address information.
- Proof of the organization's registration (must include registration date) under the BC *Society Act*.
- A statement outlining the organization's structure and purpose, and any other documentation supporting how the organization meets the eligibility criteria for Disaster Financial Assistance.
- Written confirmation from your insurance broker/agent which includes the appropriate policy section outlining whether your insurance policy covers the loss.
- A copy of a rental agreement or lease (for residential tenant applications).
- Invoices/receipts for goods or services needed for clean up and disinfection processes. (You may provide these to the Evaluator during site visit)