Private Property Application: Designated Disaster Area

Provincial Disaster Assistance Program

P.O. Box 227
Regina, Canada
S4P 2Z6

APPLICATION NUMBER

For office use only

Validate | Clear Form

Municipality Name	Date of Loss	Type of Event
RM of Leask	May 28, 2026 To June 29, 2026	Fire

(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) _____
- ○ Agricultural Operation
- ○ Small Business/ Rental Property
- ○ Other: (explain) _____
- ○ 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) APPLICATION INFORMATION (please print)

Claimant name:

Last Name | First Name | Middle Name

Business Name (If damage is to an income or business property)

Contact names:

Last Name | First Name | Middle Name

Claimant Mailing Address:

Unit # | Street | Prov. | City, Town or Village | Postal Code

Primary Telephone | Secondary Telephone | Cell Phone | Email Address

ALTERNATIVE ADDRESS AND TELEPHONE NUMBER I CAN BE CONTACTED AT

Unit # | Street | City, Town or Village | Prov. | Postal Code | Telephone Number

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

○ **Urban**

Civic Unit # | Street | City, Town or Village | Postal Code

Legal Lot | Block | Plan

○ **Rural**

QTR | SEC | TWP | RGE | WEST of

Enter additional addresses in section (6) below.

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 ○ Own)

Is there evidence of mould? ○ Yes ○ No. If yes, describe location(s) below

Electricity	○ On	○ Off	Water/Sewer	○ On	○ Off
Natural Gas	○ On	○ Off	Telephone	○ On	○ Off

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

Are there safety concern(s) that present an immediate danger?	O Yes O No
If Yes, identify: _____	
Has there been any visible foundational issues (movement, cracks, shifting)?	O Yes O No
If yes, describe the location and extent of issues: _____	

(4) INSURANCE INFORMATION

Do you carry insurance for your residence/buildings and/or belongings?	O Yes O 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? O Yes (Please attached written documentation from your insurance agency/broker.) O No (Please provide an explanation in section (6) below.) O 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 insurance coverage.	

(5) TYPE OF LOSS:

O Sewer back-up O Overland Flooding or Seepage O Both sewer back-up and seepage

O Plow Wind/Tornado O Other: (describe) _____

Overland Flooding is water entering a building through surface opening; 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 attached 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 Crisis Response (ECR) 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/Borrowed	Hours Used	Explanation of Use
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____
_____	○ Owned ○ Rented ○ Borrowed	_____	_____

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 Saskatchewan Public Safety Agency 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 Saskatchewan Public Safety Agency;
- consent to and authorize the Saskatchewan Public Safety Agency 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 Saskatchewan Public Safety Agency, or its designated representatives, to enter the premises identified on the application for the purposes of verifying information under this application;
- understand that the Saskatchewan Public Safety Agency 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)

Dated _____

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: December 29, 2026

INSTRUCTIONS

1. Save the form after filling the information.

2. Click on the Validate button.
   - A red text **Validated No** will appear if any mandatory information is missing. Fill the missing information and click the validate button again.
   - A blue text **Validated Yes** will appear if all the information filled correctly.

3. Save the form again after validating.

4. Email the form to PDAP. docs.pdap@gov.sk.ca

Saskatchewan PUBLIC SAFETY AGENCY

Direct Deposit
Payment Request Form

Ministry of Finance
Provincial Comptroller's Office
Financial Systems Branch
700 - 2350 Albert Street
REGINA SK S4P 4A6

Check one only

☐ To Start Direct Deposit ☐ To Change Information on Direct Deposit

Supplier Name _____ Supplier No. _____

Mailing Address _____

Postal Code _____ Email _____

By providing your email address, your payment advice will be delivered to the above email address

1. Sign this form authorizing payment by direct deposit to your account.

I hereby authorize direct deposit to the account designated below. I understand that the information provided herein will be used by the Government of Saskatchewan for the purposes of payment processing and accordingly is available to all ministries of the Government of Saskatchewan for such purposes. Further, I understand that this agreement may be cancelled at any time by myself or the Government of Saskatchewan by written notice.

Signer's Name _____ Title _____
(please print) (please print)

Authorizing Signature _____ Telephone Number _____

2. Please do A or B: (A is preferable, unless we are paying to a non-chequing account)

A) Attach a current blank company cheque or photocopy marked "Void". The payee's name and address should be pre-printed on the cheque.

B) Have **an official from your financial institution** provide the following information regarding your current account.

Branch ☐☐☐☐☐ Institution ☐☐☐ Account Number ☐☐☐☐☐☐☐☐☐☐☐☐

Name and Address of Financial Institution

Financial Institution Official's Signature and Stamp

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Supplier # _____ Supplier Site _____

Supplier Contact _____ Phone No. _____

Ministry Contact _____ Ministry _____

Authorized Signature _____

By signing the above, I have confirmed that the ministry has verified the supplier phone number and phoned the supplier to verify the request

Direct Deposit - Client Instructions

Direct deposit provides the fastest, easiest, safest and most reliable way to receive your business' payment. When you use direct deposit, funding goes directly to your business bank account. This ensures you receive payment on time and helps prevent cheque loss, theft or misplacement.

Please read the following instructions:

- Make sure you have checked only one of the following options at the top of the Direct Deposit Payment Request form:
  - To start direct deposit: if this is your first-time application or you need to confirm banking information, complete all sections on the form that apply and sign.
  - To change information on direct deposit: if you need to change banking or other information, such as address information, complete all sections on the form that apply and sign.
  - If you would like to request to cancel direct deposit or to add an email address for remittance purposes, these requests may be sent to mhd@gov.sk.ca or to your Government of Saskatchewan program contact.
- The name, address and other information on this form must match your Government of Saskatchewan supplier record. This form cannot be used to update your address.
- By providing an email address, the payment advice for any funding provided by the Government of Saskatchewan through direct deposit will be delivered to that email address.
- Attach a current void cheque that includes your personal or business name, address and information on your account (bank, branch/transit number and account information). If you don't have a cheque, you can download a direct deposit request or void cheque from your business banking account online or request one from your branch.
  - If you are having trouble finding this feature, contact your bank for assistance. The void cheque must have name (business or individual), address and pre-printed numbers indicating the bank, branch/transit and account numbers.
- In the event that you are unable to provide a void cheque, you may have an official from your financial institution complete section 2B of the form. The official must sign and stamp the form for it to be accepted by the Ministry of Finance.
- If your supplier name and bank account owner name do not match, you may be asked to provide further detail.
- Ensure you review the authorization section carefully and understand your responsibilities. Ensure your legal authorized representative signs and dates the direct deposit authorization. If using an electronic signature, it must be digitally certified or include an audit trail identifying the form was signed and completed by the named individual.
- When completed, return this form and any supporting documentation to the ministry program that issues your payments. Follow the instructions provided by the ministry contact or check the ministry program's website for information.

Provincial Disaster Assistance Program



The Provincial Disaster Assistance Program (PDAP) is a Government of Saskatchewan program within Saskatchewan Public Safety Agency (SPSA). It was established to help residents, small businesses, agricultural operations, non-profit organizations and communities recover from natural disasters, including flooding, tornadoes, plow winds and other disasters caused by severe weather. PDAP may help cover the cost of uninsurable essential losses, cleanup, repairs and temporary relocation.

What steps are needed to apply for PDAP?

To be eligible for assistance, your local authority (city, town, village, resort village, provincial or regional park, rural municipality) must apply to be approved. To find out if your local authority is designated contact them directly. If they have already been designated, they will be able to provide you with a copy of the application package. If they have not been designated, you will need to inform them of your losses, and they will need to apply to PDAP before you can submit your claim.

How does our local authority apply for designation under PDAP?

Declaring a local emergency **does not** make the local government authority eligible for PDAP. For your community to be eligible for PDAP assistance, your local authority must meet the minimum thresholds and apply to be designated.

To be designated as an eligible assistance area, the local authority shall:

1. Ask PDAP officials for a Request for Designation form.
2. Pass a Resolution of Council.
3. Return the completed Request for Designation form to PDAP and a true, certified copy of a Resolution of Council and include:
   - The dates of the disaster.
   - Whether the local authority is applying for:
     - Both municipal damages and private damages;
     - Municipal damages only (if there are no private damages); or
     - Private damages only (no municipal deductible will be required).
   - Estimated amount of damage.
     - Estimates over $250,000 require specific descriptions of damage (i.e. three culverts and two bridges washed out).
   - If the local authority plans to designate for private property damage, include an estimate of the number of residents affected.

What happens once our local authority is approved for designation?

Once PDAP approves the request for designation, PDAP will send your local authority:

- An outline of the next steps.
- Important dates to remember, including:
  - the authorization date.
  - the municipal claim deadline; claims must be received within six months of the authorization date.
  - the restoration deadline; repairs must be finished within 12 months of the authorization date.

If PDAP approves coverage for claims related to private property, PDAP will also include paper and digital application forms for residents.

- The local government authority is responsible for informing residents and giving them the application forms. Some communities have considered using email lists, bill inserts and flyers to notify residents.

I am a ratepayer within a designated local authority and have incurred damages. What steps do I take to apply for PDAP?

Check with your insurance provider to see if any damage may be covered. Your provider will need to verify, in writing, that your policy does not include coverage for the losses. Once you have verified your losses are not covered, contact your local authority office or PDAP for an application package. Ensure that the package is completely filled out with all required documents attached. Completed application packages must be returned to PDAP within six months or they may be deemed ineligible for assistance.

I have an application, but I need more time to gather my required documents, what do I do?

To avoid delays, submit your application to PDAP as soon as possible. You can make note on the application that you are in the process of gathering the required documents and will submit them as soon as you can.

What documentation do I need to submit with my application?

For agricultural and small business claims:

- 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 or any Statement of Business Activities (T2125) 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/small business had employees.
- T4 Summary, if the agricultural operation/small business had employees

With your application, please include the following information. Note: this is not a comprehensive list, and more information may be required:

- A detailed list of all damages/losses incurred.
- Photos of damage.
  - If it is not possible to save damaged items, photos of items should be taken before disposal.
- If equipment was rented or you hired a contractor to assist with cleanup, submit a copy of the paid invoice. Proof of payment will be required for all invoices.
- If you used your own equipment, keep a log of the equipment used (i.e. JD 6092 4WD 200HP with blade attachment – 11 hours to haul away debris).
- For clean-up labour, keep a list of people in the household who assisted, along with the number of hours they assisted.
- Insurance denial letter (must be on company letterhead and detail what damages are not covered under your policy).

I have questions regarding the application process or my claim, who do I contact?

You can call PDAP directly at (306) 787-7800 or the toll-free line at 1-866-632-4033. Our office is open Monday to Friday from 8 a.m. to 5 p.m.

Submit your application to:

For quickest service, submit your application and supporting documentation to **pdapdocs@gov.sk.ca**. We also accept application packages by mail to:

PDAP
P.O. Box 227
Regina, SK S4P 2Z6

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