PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA)

Appendix A

Personal Items Lost or Damaged

Applicants Name: _____

Description (Damages and/or Losses)	**Year Purchased**	**Purchase Price**	**Assessor's Use Only**

Note: The assessor will review the list and determine values for damages based on an establish schedule of loss and the DFA guidelines. Any questions or concerns can be addressed at the time of site visit.

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Appendix B

Clean up Log

Applicants Name: _____

Your cleanup should begin before the assessor arrives

1. Where possible, damaged contents should not be thrown away until the assessor 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 assessor arrives, please take pictures of the damage before it is repaired.
3. If you have rented or hired equipment to assist you with cleanup, keep receipts or invoices. You may provide these receipts to the assessor during your site visit. Total amounts paid to contractors may not all be eligible under this program.
4. For further information about cleanup and disinfection please refer to the "Flood Recovery for Home or Business" booklet or visit http://www2.gnb.ca/content/dam/gnb/Departments/pa-ap/pdf/Report_Damages/FloodRecovery-e.pdf

Date	Name of Family Member/Volunteer	Hours Worked	Description of Work
Office Use Only: DFA eligible hours worked _____ @ minimum wage = TOTAL $ _____			

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Appendix D

Required Information

With the exception of invoices which can be provided to the assessor during the 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 the Disaster Financial Assistance Office at 1-888-553-8558.

Home Owner and Residential Tent Application:

- ☐ Include a copy of your property tax bill
- ☐ Copy of your rental agreement or lease, if applicable (for residential tenant applications)
- ☐ If completing the waiver section, include a copy of your previous year Income Tax Return or assessment form from the Canada Revenue Agency (1-800-959-8281)
- ☐ If a Social Development Client, include a copy of your health card
- ☐ Confirmation of Insurance form or letter of denial (including reason for denial)

Small Business Owner (including Agriculture and Aquaculture owners):

- ☐ The most recent filed financial statements and Income Tax documents including all applicable schedules and final assessment from Revenue Canada.
- ☐ Proof of ownership (copy of property tax bill)
- ☐ Confirmation of Insurance form or written confirmation from your insurance broker/agent that you could not have purchased insurance coverage for the loss to your small business, farm, or Aquaculture.
- ☐ A copy of rental agreement or lease, if applicable
- ☐ If you have invoices/receipts for cleanup or repairs, please have them available during the site visit to help the adjustor identify eligible costs.
- ☐ Human Resource records and/or T4's for all employees

Charitable or Volunteer Organizations:

- ☐ A list of the Directors, including their contact and address information
- ☐ The most recent filed financial statements and Income Tax documents including all applicable schedules and final assessment from Revenue Canada.
- ☐ Proof of the organization's registration (must include registration date)
- ☐ 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.
- ☐ Confirmation of Insurance form or written confirmation from your insurance broker/agent that you could not have purchased insurance coverage for the loss to the charitable/volunteer organization.
- ☐ Proof of ownership (copy of property tax bill)
- ☐ A copy of rental agreement or lease, if applicable.
- ☐ If you have invoices/receipts for cleanup or repairs, please have them available during the site visit to help the adjustor identify eligible costs.
- ☐ Human Resource records and/or T4's for all employees