



PRIVATE SECTOR APPLICATION FOR DISASTER FINANCIAL ASSISTANCE (DFA)

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 contact 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