



PEI Disaster Financial Assistance Program Required Documents

For households

Ownership:

- For homeowners: An application can be submitted for your primary residence only. You must be the registered owner of the property. To support this, please provide copy of your **property tax bill** showing **proof of ownership**

Tenancy:

- For tenants: You must submit your current **rental/lease agreement** as proof of residency or another document indicating that it is your current address.

Insurance:

- If you had home or tenant's insurance at the time of the storm, a **signed denial letter from your insurance company** will be required to support the application.

Inventory & Cleanup

- Take inventory of losses, photos and videos of damages as soon as it is safe to do so. If available, ensure the time date stamp is used when taking photos or videos, this will help to validate claims.
 - Once you have an inventory of your home contents, complete and submit a copy of the **Inventory Loss Form**
 - Review the schedule of common household losses
- Keep accurate records of hours spent on cleanup and any repairs completed, this includes hours spent by the homeowner or a contractor
 - Once you have this information, complete and submit a copy of the **Cleanup Log**

Receipts & Photos:

- Include all invoices, receipts, estimates (if applicable) in your application
- Have photos readily available in case someone from the Red Cross contacts you

Additional information for All Applicants

- You will need to sign and declare that your application is truthful when you submit your application.
- The DFA program is not able to duplicate assistance. If other sources of funding such as insurance, fundraising events, and/or other financial programs are available to assist with the losses, these losses should not be included on your application.

For small businesses

Business Information:

- A certified share register, partnership agreement or lawyer certification **confirming your percentage of ownership of the business.**
- **Proof of business income** in the form of a present fiscal year financial statement, Income tax including all applicable schedules and T4's for all employees.
- Identification of who is the day-to-day manager of the business.
- **Copy of property tax bill or lease agreement for the business**, whichever is applicable.

Insurance:

- If you had business insurance at the time of the storm, a **signed denial letter from your insurance company** will be required to support the application.

Equipment/Inventory Loss:

- Take inventory of losses, photos and videos of damages as soon as it is safe to do so. If available, ensure the time date stamp is used when taking photos or videos, this will help to validate claims.
 - Once you have an inventory of your business losses, complete and submit a copy of the **Inventory Loss Form**

Cleanup

- Keep accurate records of hours spent on cleanup and any repairs completed, this includes hours spent by the business owner or a contractor
 - Once you have this information, complete and submit a copy of the **cleanup log**

Receipts & Photos:

- Include all invoices, receipts, estimates (if applicable) in your application
- Have photos readily available in case someone from the Red Cross contacts you

Additional information for all applicants

- You will need to sign and declare that your application is truthful when you submit your application.
- The DFA program is not able to duplicate assistance. If other sources of funding such as insurance, fundraising events, and/or other financial programs are available to assist with the losses, these losses should not be included on your application.

For not-for-profit organizations

Property Information:

- **Proof of ownership** (copy of property tax bill) or **rental agreement** if applicable.

Organization Information:

- **List of all organization's directors**, contact information and addresses.
- **Most recent copy of filed financial statements** and Income Tax Documents including all schedules and final assessments from Revenue Canada.
- Proof of **organization's registration** including effective date.
- Document **outlining organization's structure and purpose** along with supporting documentation to show how the organizations meets the eligibility criteria for DFA.

Insurance:

- If your organization had insurance at the time of the storm, a **signed denial letter from your insurance company** will be required to support the application.

Equipment/Inventory Loss:

- Take inventory of losses, photos and videos of damages as soon as it is safe to do so. If available, ensure the time date stamp is used when taking photos or videos, this will help to validate claims.
 - Once you have an inventory of your business losses, complete and submit a copy of the **Inventory Loss Form**

Cleanup

- Keep accurate records of hours spent on cleanup and any repairs completed, this includes hours spent by the organization personnel or a contractor
 - Once you have this information, complete and submit a copy of the **Cleanup Log**

Receipts & Photos:

- Include all invoices, receipts, estimates (if applicable) in your application
- Have photos readily available in case someone from the Red Cross contacts you

Additional information for all applicants

- You will need to sign and declare that your application is truthful when you submit your application.
- The DFA program is not able to duplicate assistance. If other sources of funding such as insurance, fundraising events, and/or other financial programs are available to assist with the losses, these losses should not be included on your application.