MINNESOTA PETROLEUM TANK RELEASE COMPENSATION BOARD

NATURAL DISASTER ASSISTANCE

REIMBURSEMENT APPLICATION GUIDE

This guide applies to the natural disaster assistance reimbursement application form that is effective July 1, 2016 – June 30, 2017.

This guide follows the arrangement of the application section by section and provides information about items that are not self-explanatory. If you have questions about anything not covered in these pages, please call the Petrofund Information Line at 651-539-1515 or 800-638-0418.

Before filling out your application, you will need to do the following:

- Submit a claim under any applicable insurance policies.
- Obtain a copy of any document issued by the commissioner of the Minnesota Pollution Control Agency that declares the affected building uninhabitable because of damage caused by the release of petroleum from a petroleum storage tank.
- If you *have not* conveyed title of the affected real estate to local or state government, determine the prenatural-disaster estimated building market value as recorded by the county assessor. If you *have* conveyed title of the affected real estate to local or state government, determine the prenatural-disaster estimated total market value, not to exceed one acre, as recorded by the county assessor.

To avoid delays in the processing of your application, do not leave any question blank. If an item doesn't apply to you, write "not applicable."

ELIGIBILITY WORKSHEET

In order for you to receive reimbursement through the Petrofund's Natural Disaster Assistance program, the geographical area in which the affected property is located must have been declared a disaster by both the Governor of Minnesota and the President of the United States. The other eligibility requirements must be met as well. If you have any questions about this worksheet, please call the Petrofund Information Line at 651-539-1515 or 800-638-0418.

REIMBURSEMENT REQUEST CALCULATION

Please note that the amount of reimbursement that you may receive is limited by state law to 50% of the applicable prenatural-disaster estimated market value, which must be documented. Enclose a copy of the most recent notice of valuation and classification that you received from your county.

CERTIFICATION PAGE

For this applicant category...	...the application must be signed by:
Individual	The applicant
Sole proprietorship	The proprietor
Partnership	A general partner
Municipality *or* State, federal or other public agency	(1) A principal executive officer or ranking elected official, or (2) The duly authorized representative or agent of the principal executive officer, if the representative or agent is responsible for the overall operation of the facility that is the subject of the application.
Corporation	(1) A principal executive officer of at least the level of vice-president, or (2) The duly authorized representative or agent of the executive officer, if the representative or agent is responsible for the overall operation of the facility that is the subject of the application, or (3) A person whom the board of directors designates by means of a corporate resolution.

Application Preparer's Signature. You should sign this section if you filled out the application. Otherwise, it should be signed by the person who prepared the application for you.

Note: *The certification page submitted with your application must contain original signatures. Photocopies will not be accepted*.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1515 *or* 800-638-0418 *or* 651-296-2860.