

## VRF Pre-Grant Evidence

When you apply to the Vicar's Relief Fund, you are required to upload documentation at the point of application to evidence the cost of the items or expenditure you are applying for.

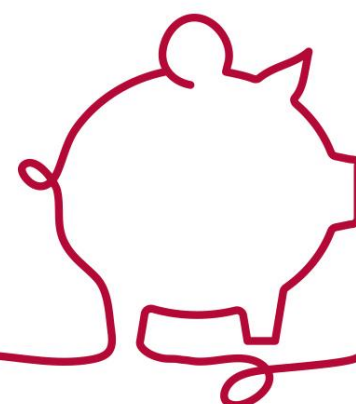
Please see below a list of evidence you are required to provide for items under the different categories of the VRF and what formats we can accept. We cannot assess your application without this.

Where we ask for email or letter evidence, please ensure all header information, including the sender's name, email or street address, date, time and other relevant information is included. We cannot accept text copied into a Word or .pdf document, or SMS/text/WhatsApp messages as evidence.

### Accessing Accommodation (up to £500)

Example Item	Example Pre-Grant Evidence	Accepted Formats
Deposit and/or rent in advance	Email from the landlord/housing provider or letting agent stating clearly how much is required for deposit and/or rent in advance before accommodation can be accessed	A letterheaded and signed letter or an email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document
ID to access accommodation	Evidence of the cost from the relevant government/consulate website (information should be in English and prices in pound sterling)	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format, or a link to the fees on the relevant government/consulate website
Emergency accommodation while waiting for secure accommodation	Quote or invoice from the emergency accommodation (e.g. B&B) provider stating clearly the cost and duration  <b>and</b>  Evidence from the landlord/housing provider or letting agent of the secure accommodation, stating the move-in date	An email in .msg format or a screenshot of the email or formal quote in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document  <b>and</b>  An email in .msg format or a screenshot of the email, tenancy agreement or offer letter in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document
Moving costs to more secure accommodation	Quote from the removals company  <b>and</b>  Evidence from the landlord/housing provider or letting agent of the secure accommodation	An email in .msg format or a screenshot of the email or formal quote in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document  <b>and</b>  An email in .msg format or a screenshot of the email, proposed tenancy agreement or offer letter in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document
Clearing rent arrears to access accommodation	Evidence of the current arrears such as a statement of account or email from the creditor  <b>and</b>  Evidence that the arrears are a barrier to the client accessing accommodation such as the local allocations policy or email confirmation from the prospective landlord	A statement of account that includes the client's name in .pdf format or a screenshot in an image format (e.g. .jpg or .png), or an email in .msg format, or a screenshot of the email in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document  <b>and</b>  The local allocations policy in .pdf format or an email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document

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Example Item	Example Pre-Grant Evidence	Accepted Formats
Debt Relief Order (DRO) or bankruptcy fees to access accommodation	<p>Evidence of the cost of the bankruptcy fees from the relevant website</p> <p><b>and</b></p> <p>Evidence of the client's debt and their current balance of arrears such as statements of account or letters from creditors</p> <p><b>and</b></p> <p>Evidence that the client's debt is a barrier to them accessing accommodation such as the local allocations policy or email confirmation from the prospective landlord/housing provider or letting agent</p> <p><b>and</b></p> <p>Confirmation from a person in authority within the housing allocations team/the prospective landlord that a DRO/bankruptcy will allow the client to access the housing register without impediment OR confirmation highlighted within the allocations policy clearly identifying this</p> <p><b>and</b></p> <p>If the applicant is not a qualified debt/money advisor, evidence from one confirming that the client has sought debt advice and that DRO/bankruptcy has been identified as the appropriate solution</p>	<p>Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document, or a scanned image in .pdf format</p> <p><b>and</b></p> <p>Letters in pdf format or screenshots in an image format (e.g. .jpg or .png), or emails in .msg format or screenshots of emails in an image format (e.g. .jpg or .png), or screenshots pasted into a .doc (Word), or .pdf document.</p> <p><b>and</b></p> <p>The local allocations policy, highlighting the relevant paragraph/s in .pdf format or an email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document</p> <p><b>and</b></p> <p>An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document</p> <p><b>and</b></p> <p>An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document</p>

## Preventing Eviction (up to £350)

Example Item	Example Pre-Grant Evidence	Accepted Formats
Rent or service charge arrears to prevent eviction	<p>Evidence of the current balance of arrears such as a statement of account or email from the creditor</p> <p><b>and</b></p> <p>Evidence that eviction is imminent, such as a full copy of a notice to quit, Section 8 or Section 21 notice or a court notice of possession</p> <p><b>and</b></p> <p>Confirmation from the landlord/housing provider or letting agent that eviction will not proceed if we award the grant</p>	<p>A statement of account in .pdf format or a screenshot in an image format (e.g. .jpg or .png) or an email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document</p> <p><b>and</b></p> <p>A notice or letter in .pdf format or a screenshot in an image format (e.g. .jpg or .png)</p> <p><b>and</b></p> <p>An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document</p>
Debt Relief Order (DRO) or bankruptcy fees to prevent eviction	<p>Evidence that eviction is imminent, such as a full copy of a notice to quit, Section 8 or Section 21 notice or a court notice of possession</p> <p><b>and</b></p> <p>Evidence of the cost of the bankruptcy fees from the relevant website</p> <p><b>and</b></p> <p>Evidence of the client's debt and the current balance of arrears such as statements of account or letters from creditors</p> <p><b>and</b></p> <p>Confirmation from the landlord/housing provider or letting agent that eviction will not proceed if the arrears are included in the DRO/bankruptcy</p>	<p>A notice or letter in .pdf format or a screenshot in an image format (e.g. .jpg or .png)</p> <p><b>and</b></p> <p>Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format</p> <p><b>and</b></p> <p>Letters in .pdf format or screenshots in an image format (e.g. .jpg or .png) or emails in .msg format or screenshots of emails in an image format (e.g. .jpg or .png) or screenshots pasted into a .doc (Word) or .pdf document</p> <p><b>and</b></p> <p>An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document</p>

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Example Item	Example Pre-Grant Evidence	Accepted Formats
Hoarding decluttering to prevent eviction	<p>Evidence that eviction is imminent, such as a full copy of a notice to quit, Section 8 or Section 21 notice or a court notice of possession</p> <p><b>and</b></p> <p>Quote confirming the costs of decluttering/cleaning from the company who will undertake the work</p> <p><b>and</b></p> <p>Confirmation from the landlord/housing provider or letting agent that eviction will not proceed if we award the grant</p>	<p>A notice or letter in .pdf format or a screenshot in an image format (e.g. .jpg or .png)</p> <p><b>and</b></p> <p>An email in .msg format or a screenshot of the email or formal quote in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document</p> <p><b>and</b></p> <p>An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document</p>