

VRF Application Evidence

Important information:

When you apply to the Vicar’s Relief Fund, you are required at the point of application to upload evidence of the cost/s you are applying for.

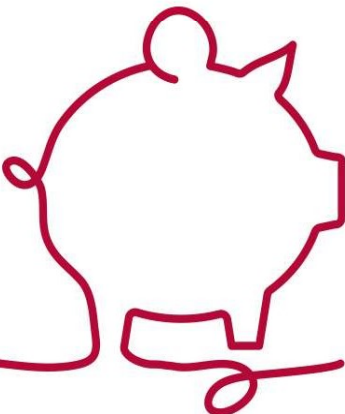
Please see below the list of evidence you are required to provide for the relevant items/costs under the different grant categories and what formats we can accept. **We cannot assess your application without this evidence.**

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

Category: Accessing Accommodation (up to £500)

Item	Application Evidence	Accepted Formats
Deposit and/or rent in advance	Email or letter from the landlord/housing provider or letting agent stating clearly how much is required before accommodation can be accessed and specifying that the amount relates to the deposit and/or rent in advance and including the client’s name and Where there is a need to move from one private rent property to another private rent as a result of eviction, a full copy of the eviction notice/notice of seeking possession (e.g., Section 8 or Section 21 Notice or a court notice of possession)	A 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 and A notice in .pdf format or a screenshot in an image format (e.g. .jpg or .png)
ID to access accommodation	Evidence of the cost from the relevant government/consulate website (information should be in English and prices in £GBP)	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 and 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 and 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 and 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 and 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

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Item	Application Evidence	Accepted Formats
Clearing rent arrears to access accommodation	<p>Evidence of the current arrears such as a statement of account or email from the creditor</p> <p>and</p> <p>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</p> <p>and</p> <p>Details of what banding/priority level the client's housing application would be given if the grant were to be awarded and an estimate of how long before the client would be able to bid on/receive offers for property</p>	<p>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</p> <p>and</p> <p>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</p> <p>and</p> <p>This should be added to the background information text in the application form</p>
Debt Relief Order (DRO) or bankruptcy fees	<p>Evidence of the cost of the bankruptcy fees</p> <p>and</p> <p>Evidence of the client's debt/s, such as statements of account or letters from creditors</p> <p>and</p> <p>Evidence that the client's debt is a barrier to the, accessing accommodation such as the local allocations policy or email confirmation from the prospective landlord/housing provider or letting agent</p> <p>and</p> <p>If the applicant is not a debt/money advisor, evidence from one confirming that the client has sought debt advance and that DRO/bankruptcy has been identified as the appropriate solution</p>	<p>A screenshot from the relevant government website in an image format (e.g. .jpg or .png), or a screenshot pasted into a .doc (Word) or .pdf document</p> <p>and</p> <p>A letter or rent statement including the client's name 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>and</p> <p>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</p> <p>and</p> <p>A 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</p>

Category: Preventing Eviction (up to £350)

Item	Application Evidence	Accepted Formats
Rent or service charge arrears	<p>Evidence of the current balance of arrears such as a rent statement (including the client's name) or email from the landlord/Housing/Service Manager</p> <p>and</p> <p>A full copy of the eviction notice/notice of seeking possession (e.g., Section 8 or Section 21 Notice or a court notice of possession)</p> <p>and</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>and</p> <p>A notice in .pdf format or a screenshot in an image format (e.g. .jpg or .png)</p> <p>and</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 in a .doc (Word) or .pdf document</p>

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Item	Application Evidence	Accepted Formats
Debt Relief Order (DRO) or bankruptcy fees	<p>A full copy of the eviction notice/notice of seeking possession (e.g., Section 8 or Section 21 Notice or a court notice of possession)</p> <p>and</p> <p>Evidence of the cost of the DRO/bankruptcy fees from the relevant government website</p> <p>and</p> <p>Evidence of the current balance of arrears such as a rent statement (including the client's name) or email from the landlord/Housing/Service Manager</p> <p>and</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 in .pdf format or a screenshot in an image format (e.g. .jpg or png)</p> <p>and</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>and</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>and</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 in a .doc (Word) or .pdf document</p>
Hoarding decluttering to prevent eviction	<p>A full copy of the eviction notice/notice of seeking possession (e.g., Section 8 or Section 21 Notice or a court notice of possession)</p> <p>and</p> <p>Quote confirming the costs of decluttering/cleaning from the company who will undertake the work</p> <p>and</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 in .pdf format or a screenshot in an image format (e.g. .jpg or .png)</p> <p>and</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>and</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>