

VRF Application Evidence

When you apply to the VRF, you are required to upload evidence to the application form of the cost/s for which you are applying.

This helps ensure we are equitable, consistent and maintain our focus on enabling people to access accommodation and prevent eviction.

We cannot assess your application without this evidence.

Accepted Document Formats

Please upload evidence to the application in one of the following formats:

Email	Letter / Other Requested Document	Website
<ul style="list-style-type: none"> .msg format screenshot of the email in an image format (e.g. .jpg or .png) screenshot pasted into a .doc (Word) <p>All emails must show the sender's full email address and the date and time sent</p>	<ul style="list-style-type: none"> .pdf document or a scanned image in .pdf format screenshot in an image format (e.g. .jpg or .png) screenshot pasted into a .doc (Word) <p>All letters must include letterhead (if from an organisation) and the sender's full address, name and role</p>	<ul style="list-style-type: none"> full web link to the relevant web page to include clear details of cost Screenshot of relevant web page to include clear details of cost
<p>For verification purposes, we cannot accept text copied and pasted into a Word or .pdf document.</p>		

Evidence required for the relevant items/costs under the different grant categories:

Category: Accessing Accommodation (up to £500)

Item	Application Evidence
Deposit and/or rent in advance	<p>Confirmation from the landlord / housing provider or letting agent stating:</p> <ul style="list-style-type: none"> Total cost before accommodation can be accessed and what this relates to (e.g. rent in advance and / or deposit) Tenancy start date Client name and property address Landlord / housing provider name, address and / or email <p>And</p> <ul style="list-style-type: none"> Where there is a need to move to an equally, or less, secure tenancy due to eviction or sale of property, a full copy of the notice of possession proceedings is required (e.g., Section 8, Notice to Quit, Section 21 Notice or a court notice of possession)
ID to access accommodation	Evidence of the current cost from the relevant government / consulate website. Information must be in English and prices in £GBP
Emergency accommodation while waiting for secure accommodation	<p>Confirmation from the emergency accommodation provider (e.g. B&B) stating:</p> <ul style="list-style-type: none"> Total cost of stay Duration of emergency accommodation provision Start date of emergency accommodation Client name and property address Landlord / housing provider name, address and / or email

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Item	Application Evidence
Moving costs to more secure accommodation	<p>Quote from the service provider confirming:</p> <ul style="list-style-type: none"> • Total cost • Client name • Service provider's name, address, and/or email • Proposed date of removal/work <p>And</p> <p>Confirmation from the new landlord / housing provider or letting agent stating:</p> <ul style="list-style-type: none"> • Tenancy start date • Client name • Landlord / housing provider name, address and / or email
Clearing rent arrears to access social housing	<p>Confirmation from the landlord / housing provider <u>to whom the debt is owed</u>, stating:</p> <ul style="list-style-type: none"> • Exact amount of arrears • Client name and address • Landlord / housing provider name, address, and/or email <p>And</p> <p>Confirmation from the <u>proposed</u> landlord / housing provider stating:</p> <ul style="list-style-type: none"> • Current arrears are a barrier to accessing proposed accommodation • Level to which arrears must be reduced to remove barrier (e.g. full clearance or part thereof)
Debt Relief Order (DRO) or bankruptcy fees	<p>Confirmation from the <u>proposed</u> housing provider, stating:</p> <ul style="list-style-type: none"> • Client name and address • Current arrears are a barrier to accessing proposed accommodation • DRO / Bankruptcy to clear arrears will remove barrier <p>And</p> <ul style="list-style-type: none"> • Cost of DRO / Bankruptcy fees <p>And</p> <ul style="list-style-type: none"> • If the applicant is not a 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.

Preventing Eviction evidence required continued on next page...

Category: Preventing Eviction (up to £350)

Item	Application Evidence
Rent or service charge arrears	<p>Confirmation from the landlord / housing provider stating:</p> <ul style="list-style-type: none"> • Current amount of arrears • Client name and address • Landlord / housing provider name, address, and/or email • That a grant of £X (<i>specifying the amount of grant requested</i>) will prevent the client's eviction. This confirmation must come from a Line manager/Person authority/Landlord. <p>And</p> <ul style="list-style-type: none"> • A full copy of the Notice of possession proceedings (e.g. Section 8 Notice to Quit, Section 21 Notice or a court notice of possession)
Debt Relief Order (DRO) or bankruptcy fees	<p>Confirmation from the landlord / housing provider stating:</p> <ul style="list-style-type: none"> • Client name and address • Total amount of rent arrears • A DRO / Bankruptcy will remove the risk of eviction. <u>This confirmation must be from a Line Manager / Person in Authority and signed.</u> <p>And</p> <ul style="list-style-type: none"> • Cost of DRO / Bankruptcy fees <p>And</p> <ul style="list-style-type: none"> • A full copy of the notice of possession proceedings (e.g. Section 8, Notice to Quit, Section 21 Notice or a court notice of possession) <p>And</p> <ul style="list-style-type: none"> • If the applicant is not a 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
Hoarding decluttering to prevent eviction	<p>Quote from the service provider undertaking the cleaning / decluttering confirming:</p> <ul style="list-style-type: none"> • Total cost • Client name • Service provider name, address, and/or email • Proposed date of works <p>And</p> <ul style="list-style-type: none"> • A full copy of the notice of possession proceedings (e.g. Section 8, Notice to Quit, Section 21 Notice or a court notice of possession) <p>And</p> <ul style="list-style-type: none"> • Signed letter or email <u>from a Line Manager / Person in Authority</u> stating that the client's eviction will be prevented on completion of the works