

## 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.

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

### Evidence required for 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"><li>Total cost before accommodation can be accessed and what this relates to (e.g. rent in advance and / or deposit)</li><li>Tenancy start date</li><li>Client name and property address</li><li>Landlord / housing provider name, address and email</li></ul> <p><b>And</b></p> <ul style="list-style-type: none"><li><b>Where there is a need to move to an equally, or less, secure tenancy due to eviction or sale of property</b>, 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)</li></ul>
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&amp;B) stating:</p> <ul style="list-style-type: none"><li>Total cost of stay</li><li>Duration of emergency accommodation provision</li><li>Start date of emergency accommodation</li><li>Client name and property address</li><li>Landlord / housing provider name, address and / or email</li></ul>
Moving costs to more secure accommodation	<p>Quote from the service provider confirming:</p> <ul style="list-style-type: none"><li>Total cost</li><li>Client name</li><li>Service provider’s name, address, and/or email</li><li>Proposed date of removal/work</li></ul> <p><b>And</b></p> <p>Confirmation from the new landlord / housing provider or letting agent stating:</p> <ul style="list-style-type: none"><li>Tenancy start date</li><li>Client name</li><li>Landlord / housing provider name, address and / or email</li></ul>