

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
.msg format - screenshot of the email in an image format (e.g. .jpg or .png) - screenshot pasted into a .doc (Word) All emails must show the sender’s full email address and the date and time sent	.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) All letters must include letterhead (if from an organisation) and the sender’s full address, name and role	- 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
For verification purposes, we cannot accept text copied and pasted into a Word or .pdf document.		

Evidence required for Accessing Accommodation (up to £650)

Item	Application Evidence
Deposit and/or rent in advance	Confirmation from the landlord / housing provider or letting agent stating: - 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 email And 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	Confirmation from the emergency accommodation provider (e.g. B&B) stating: - 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
Moving costs to more secure accommodation	Quote from the service provider confirming: - Total cost - Client name - Service provider’s name, address, and/or email - Proposed date of removal/work - Collection address and drop-off / delivery address And Confirmation from the new landlord / housing provider or letting agent stating: - Tenancy start date - Client name - Landlord / housing provider name, address and / or email