

## 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.

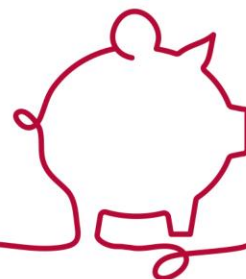
We are usually unable to accept text pasted into a Word document, or SMS/text message evidence.

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.

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 present. We cannot accept text copied into a Word or .pdf document.

## Accessing Accommodation

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	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 website	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
Clearing rent arrears to access accommodation	Evidence of the current arrears such as a statement of account or email from the creditor	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><b>and</b></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><b>and</b></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>
Emergency accommodation while waiting for secure accommodation	<p>Quote or invoice from the emergency accommodation (e.g. B&amp;B) provider stating clearly the cost and duration</p> <p><b>and</b></p> <p>Evidence from the landlord/housing provider or letting agent of the secure accommodation, stating the move-in date</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, 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</p>
Moving costs to more secure accommodation	<p>Quote from the removals company</p> <p><b>and</b></p> <p>Evidence from the landlord/housing provider or letting agent of the secure accommodation</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, 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</p>
Debt Relief Order (DRO) or bankruptcy fees	<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, such as statements of account or letters from creditors</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>Evidence that the client's debt is a barrier to the client 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>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</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><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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## Preventing Eviction

Example Item	Example Pre-Grant Evidence	Accepted Formats
Rent or service charge arrears	<p>Evidence of the current 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 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	<p>Evidence that eviction is imminent, such as a notice to quit, Section 8 or Section 21 notice or a court notice of possession</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>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, 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 we award the grant</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>
<p>Hoarding decluttering</p>	<p>Evidence that eviction is imminent, such as a notice to quit, Section 8 or Section 21 notice or a court notice of possession</p> <p><b>and</b></p> <p>Quote from the company who will undertake the decluttering 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>