

## List of documents needed for a Rent Repayment Order (RRO)

*The following documents need to be provided either with the application for the RRO or in the bundle for the hearing. The original documents should be kept by the tenants or their representative and will need to be available at the hearing.*

Evidence to show:	Details to be included	Format	Who can help	When these documents are needed	Checklist (tick once you have the relevant information)
1. Evidence of offence committed by landlord or RRO for Housing Benefit/Universal credit provide the council officer with this information	Date of offence or conviction, amount of fine, name of person or organisation responsible (must be same landlord stated in your RRO application).	<ul style="list-style-type: none"> <li>• Housing Benefits RRO or</li> <li>• Press cutting/ press release, or statement from council officer.</li> </ul>	Ipswich Council Private Sector Housing team	With application	
2. Rent paid by the tenants during the period of 12 months up to the date of the application for the RRO	<p>For each tenant.</p> <p>Dates when rent was paid and who it was paid to.</p> <p><b>Do not include any rent paid by housing benefits.</b></p>	<ul style="list-style-type: none"> <li>• Rent book or</li> <li>• receipts for rent or</li> <li>• Bank</li> <li>• Statements</li> <li>• Cheque stubs</li> <li>• table listing all payments, or</li> <li>• document from</li> <li>• landlord or managing</li> <li>• agent stating rent payments are up to date.</li> </ul>	If the rent is paid to an agent, ask if they can confirm that the rent is up to date.	With application	
3. Tenants' agreements to appoint another person to act on their behalf (where relevant).	See Annex 1			Obtain as early as possible and send with application.	
4. Completed application form sent to the FTT				Bundle for hearing	
5. Correspondence with the FTT		Letters or emails received and sent		Bundle for hearing	
6. Tenancy agreement, if provided when you moved in.			Other tenants	Bundle for hearing	
7. Evidence to show three or more tenants, if not shown in 2 or 6 above.	Tenants names and dates they lived in the house or flat for the period the rent is being claimed.	List	Other tenants and tenants who have moved out	Bundle for hearing	
8. Statement from Council officer (optional)	<p>This should include:</p> <ul style="list-style-type: none"> <li>• details of the prosecution <b>or</b> conviction <b>or</b> housing benefits/universal credit RRO</li> <li>• letters inviting the landlord to apply for a licence</li> <li>• details of any licence</li> </ul>		Council Environmental Health or Private Sector Housing Officer	Bundle for Hearing	