

# Template support letter – VCAT Hearing

*Last reviewed: 12.04.2023*

[Date]

Principal Registrar  
Residential Tenancies List  
Victorian Civil and Administrative Tribunal  
55 King Street  
MELBOURNE VIC 3000

By email: [address]

Dear Sir/Madam

**[client name] – Letter of Support**

## Background

I am a [role] at [organisation] and I have been working with [client] for [time period]. I provide support and assistance to [client] to [your support capacity].

(if relevant) I also understand that [client] is getting assistance from [organisation] for [support].

## Client's circumstances

Throughout the time I have worked with [client], they have experienced several vulnerabilities which put them at risk of homelessness if they are evicted from this property. [Client] has experienced issues with [mental or physical ill-health issues, experiences of family violence, drug or alcohol dependencies]. [Client] has also previously experienced homelessness a period of time prior to moving into this property. [if relevant, elaborate on client's previous homelessness].

[Client] will be impacted if they are evicted from the property. [The impact of potential eviction on the client and their children/family e.g. risk of homelessness, exacerbating mental or physical ill-health, any progress or milestones the client has made during your engagement that may be undone].

Throughout the years [client] has been living in the property, they have developed links with the local community. [elaborate on your understanding of links the client has with the local community e.g. local doctor, sporting groups, kids schooling].

Furthermore, this property [elaborate on your understanding of links the client has to the property e.g. ground floor property which is suitable as the client has mobility issues]

[Any other issues you consider relevant].

**Steps taken by [client]**

[Client] has taken steps to enable themselves to comply with their duties as a renter as required. [elaborate, eg client has recently changed medication, engaged with a psychologist, can access brokerage to pay rental arrears etc].

Please feel free to contact me on [phone number] or [email] if you have any further questions.

Yours sincerely

[name]

[Role and organisation]