

99107022012000, 99107022012000

Apply for a housing entitlement certificate

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/121393397/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99107022012000, 99107022012000
Leistungsbezeichnung I	Apply for a housing entitlement certificate
Leistungsbezeichnung II	Apply for a housing entitlement certificate
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Sozialleistungen (107)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	Rechte und Pflichten im Bereich der sozialen Sicherheit in der Union, auch im Zusammenhang mit Renten
Lagen Portalverbund	Existenzsicherung und staatliche Unterstützung (1140100), Wohnen und Umzug (1050200)

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.07.2022
Fachlich freigegeben durch	Lower Saxony Ministry for the Environment, Energy, Building and Climate Protection
Handlungsgrundlage	The housing promotion laws of the individual federal states apply. If the federal states have not passed their own laws, the federal law applies. https://www.gesetze-im-internet.de/wofg/_27.html
Teaser	If you are looking for a subsidized apartment (social housing) and have a low income, you can apply for a Wohnberechtigungsschein (WBS).
Volltext	<p>You can apply for a Wohnberechtigungsschein (WBS) from your local authority. Which authority is responsible for you depends on the regulations of the respective federal state. You can find out which forms and documents are required from the responsible authorities.</p> <p>The housing entitlement certificate contains information on the entitled persons, compliance with the relevant income limits, the living space and the number of rooms.</p> <p>The certificate of eligibility for housing entitles the holder to move into a subsidized apartment (social housing). There is no legal entitlement to the placement of a corresponding apartment.</p> <p>The apartment you wish to move into may not exceed the maximum apartment size specified in the WBS. Only in exceptional cases may the number of rooms or the living space be exceeded. The administration staff will also be happy to provide you with more information on this.</p> <p>Some social housing is reserved for a specific group of people. These may be, for example, students, senior citizens (minimum age 60), people with disabilities or large households (at least three children). If you belong</p>

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to a special group of people, this will also be stated on the certificate of eligibility.

The housing entitlement certificate is usually valid for one year, i.e. you can move into a council apartment within this period. After the expiry date, you can apply for a new housing entitlement certificate. Furthermore, it can only be used once to move into social housing. The certificate of eligibility must be handed over to the landlord/landlady when the tenancy agreement is signed.

Erforderliche Unterlagen

****For written applications****

- Identity card for German citizens and nationals from the European Community (ID card)
- Passport for foreign citizens with a residence permit valid for at least one year

****ELECTRONIC****

Legitimization (user name / password) is also required electronically.

In addition:

- Declaration of income from each household member****who**** has their own income
- Depending on the income earned, appropriate proof must be provided. This can be, for example
 - Pay slips from the previous year
 - Pay slips for the last 12 months
 - Annual income tax statement for the previous year
 - Income tax assessment of the previous year

Depending on your personal situation, further documents may also be required:

For example:

- Certificate of disability (e.g. for severely disabled people)

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- Certificate of enrollment (e.g. for students)
- BAföGBescheide (for recipients of educational grants)
- Pension certificate (e.g. for pensioners)
- Proof of benefits from the job center (e.g. for the unemployed)

This list is not exhaustive.

Depending on the case, the administrative staff may require additional documents. If this is the case, you will be contacted immediately.

Voraussetzungen

- German or EU nationality
- Other nationality with a residence permit usually valid for at least one year
- Age of majority (or consent of the legal guardian/legal guardian)
- Households whose qualifying income does not exceed the income limit. Compliance with the income limit depends primarily on the number of people in the household and the income of all household members. The calculation is generally based on the gross annual income of all persons living in the household for the previous calendar year. In addition, there are exemptions and deductions, for example for people with a recognized severe disability/recognized degree of care.
- One of the requirements is that you are not only staying in the Federal Republic of Germany temporarily, but that you have your center of life here or want to establish it. The center of your life is the place where you settle permanently, voluntarily, alone or with your family.

Kosten

The amount of the fees depends on the regulations of the respective federal state and the responsible municipality.

Verfahrensablauf

You can apply for a certificate of eligibility for housing:

- If you need advice, you can have a personal or telephone consultation with an employee of your local

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	<p>authority before submitting your application.</p> <ul style="list-style-type: none"> • To apply, fill out the application form digitally or on paper and attach the required documents. • Your application will be checked by the staff at your competent authority. If necessary, you will be asked to answer questions. • After the check, you will receive feedback as to whether or not you are entitled to a residence entitlement certificate. If yes, you will be issued with the certificate of eligibility.
Bearbeitungsdauer	<p>Note for further information on the processing time: Cannot be specified exactly, as the period varies depending on the municipality, the scope and content of the application and the documents to be checked. Final processing can only take place once all the necessary documents have been submitted.</p>
Frist	<p>12 Monat(e)</p> <p>The housing entitlement certificate is only valid in the federal state in which it is issued and is generally valid for one year. It can be used to move into an apartment within the period of validity.</p>
weiterführende Informationen	
Hinweise	<p>False information can be prosecuted and punished as false certification or fraud. A residence entitlement certificate issued can be revoked if it was issued on the basis of incomplete or incorrect information.</p>
Rechtsbehelf	<p>Objection</p> <ul style="list-style-type: none"> • Further information on how to lodge an objection can be found in the notification/ certificate of eligibility for housing
Kurztext	<ul style="list-style-type: none"> • Housing entitlement certificate issue • People receive a housing entitlement certificate if: <ul style="list-style-type: none"> • Your household has a low income • you wish to establish permanent residence • you have German or EU citizenship or another nationality with a residence permit. As a rule, this residence permit must be valid for at least 1 year, exceptions are possible in individual cases.

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	<ul style="list-style-type: none"> • You can apply for a residence entitlement certificate from the relevant authority. Which authority is responsible for you depends on the regulations of the respective federal state. You can also obtain the necessary forms there. • The application can be made in writing or electronically.
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p>Forms available: Yes</p> <p>Written form required: Yes</p> <p>Personal appearance required: No</p>
Ursprungsportal	Wohnberechtigungsschein beantragen, Apply for a housing entitlement certificate