

99107022012000

Apply for a housing entitlement certificate

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/1038/L100022>

Modul	Sachverhalt
Leistungsschlüssel	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	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<p>Landeswohnraumförderungsgesetz (LWoFG):</p> <ul style="list-style-type: none"> • § 1 Anwendungsbereich, Zweck und Zielgruppen • § 12 Einkommen • § 15 Überlassung von Mietwohnraum <p>Einkommensteuergesetz (EStG):</p> <ul style="list-style-type: none"> • § 3 Nummer 2 Steuerfreie Einnahmen • § 24 b Entlastungsbetrag für Alleinerziehende • § 32 Absatz 6 Kinder, Freibeträge für Kinder
Teaser	<p>You need a housing entitlement certificate to be able to move into a subsidised and tied social rented flat. You must hand it over to the landlord or landlady when you move into a social rented flat. The Wohnberechtigungsschein also applies to your household members.</p>
Volltext	<p>You need a housing entitlement certificate to be able to move into a subsidised and tied social rented flat. You must hand it over to the landlord or landlady when you move into a social rented flat. The Wohnberechtigungsschein also applies to your household members.</p> <p>The Wohnberechtigungsschein only gives you the opportunity to sign a tenancy agreement for a social rented flat. It does not entitle you to a social rented flat.</p>
Erforderliche Unterlagen	<p>Varies depending on the individual case, especially:</p> <ul style="list-style-type: none"> • Identity card • Proof of income of all persons who want to move into the flat, e.g. <ul style="list-style-type: none"> • Salary statement(s) including proof of special allowances

Modul

Sachverhalt

- most recent income tax assessment notice or most recent income tax return
- in the case of self-employed persons: the last income surplus statement

Voraussetzungen

- You are looking for accommodation.
- You and your household members do not exceed the relevant income limit.

The annual income is calculated separately for each person belonging to the household.

The annual income includes, regardless of whether this income is taxable or tax-exempt:

- in the case of non-self-employed work, the gross annual earnings less the income-related expenses recognised for tax purposes
- in the case of self-employment, also in agriculture and forestry or in a business enterprise, the tax-recognised profit
- in the case of renting and leasing as well as capital assets, the excess of the income over the tax-recognised income-related expenses
- Income from pensions and annuities less tax-recognised income-related expenses
- tax-exempt income, e.g. unemployment benefit, short-time allowance, transitional allowance, insolvency allowance, integration assistance and benefits to secure subsistence under the Second Book of the Social Code ("Hartz IV")

In the case of single parents, the annual income is to be reduced by the tax relief amount if their household includes at least one child for whom they are entitled to an allowance or child benefit.

Note: In the case of legal maintenance obligations, separation or divorce maintenance, as well as child maintenance:

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	<ul style="list-style-type: none"> • in the case of the recipient of maintenance, as income in the full amount in each case • in the case of the person liable to pay maintenance, child maintenance up to € 3000 per year per child and separation or divorce maintenance up to € 6000 per year <p>are to be taken into account.</p> <p>For the total income of the household, the annual incomes of the individual household members are added together.</p>
Kosten	depending on the municipal administrative fee statutes
Verfahrensablauf	<p>You must apply for the housing entitlement certificate at the responsible municipality.</p> <p>Please use the prescribed form. You can obtain this from the municipality. Depending on what they offer, you can also download it from the internet or apply online.</p> <p>Tip: It is best to apply for the Wohnberechtigungsschein in person. This way you can also clarify directly which documents you need to submit in your case.</p>
Bearbeitungsdauer	
Frist	None
weiterführende Informationen	
Hinweise	None
Rechtsbehelf	You will find further information in your notification.
Kurztext	
Ansprechpunkt	
Zuständige Stelle	

Modul	Sachverhalt
Formulare	
Ursprungsportal	