

99107022012000, 99107022012000

Apply for a certificate of eligibility for housing

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/8665918/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99107022012000, 99107022012000
Leistungsbezeichnung I	Apply for a certificate of eligibility for housing
Leistungsbezeichnung II	Apply for a certificate of eligibility for housing
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
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	Wohnen und Umzug (1050200), Existenzsicherung und staatliche Unterstützung (1140100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.10.2024
Fachlich freigegeben durch	Ministry of Economic Affairs, Transport, Building and Digitalization, Department 66
Handlungsgrundlage	https://voris.wolterskluwer-online.de/browse/document/26e8ba2b-79fd-3c58-9a92-5467e52aedb2 https://voris.wolterskluwer-online.de/browse/document/26e8ba2b-79fd-3c58-9a92-5467e52aedb2
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. In Lower Saxony, the districts, independent cities, large independent cities and independent municipalities are responsible for this. You can also obtain the necessary forms there.</p> <p>The housing entitlement certificate contains information on the entitled persons, compliance with the relevant income limits and the maximum permissible living space.</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.</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 to a special group of people, this will also be stated on the certificate of eligibility.</p> <p>The housing entitlement certificate is usually valid for one year, i.e. you can move into a council apartment</p>

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within this period. Once the period of validity has expired, you can apply for a new certificate of eligibility. 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

In addition:

- Declaration of income from each member of the household who has their own income
- Depending on the income earned, appropriate proof must be submitted. 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)
- 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.

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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, or individual case decision
- 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 or want to establish your center of life here. The center of your life is the place where you settle permanently, voluntarily, alone or with your family.

Kosten

The fee for the decision on the application for a residence entitlement certificate is between EUR 18 and EUR 40.

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 authority before submitting your application.
- 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 housing entitlement certificate. If yes, you will be issued with the certificate of eligibility.

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Bearbeitungsdauer	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.
Frist	
weiterführende Informationen	
Hinweise	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.
Rechtsbehelf	An appeal can be lodged against the authority's decision. Further information can be found in the notice/ 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"> • their household has a low income, • they wish to establish permanent residence, • they have German or EU citizenship or another nationality with a residence permit. As a rule, this residence permit must be valid for at least one year. Exceptions are possible in individual cases. • The application can be made in writing or electronically. • In Lower Saxony, responsibility lies with the housing and social welfare offices of the districts, independent cities, large independent cities and independent municipalities. The necessary forms can also be obtained there.
Ansprechpunkt	Responsibility lies with the housing and social welfare offices of the administrative districts, the independent cities, the large independent cities and the independent municipalities.
Zuständige Stelle	Responsibility lies with the housing and social welfare offices of the administrative districts, the independent cities, the large independent cities and the independent municipalities.

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Formulare	<p>Forms available: Yes</p> <p>Personal appearance required: No</p> <p>Please contact the local authority to which you are applying to find out whether it is possible to apply online.</p>
Ursprungsportal	<p>Wohnberechtigungsschein beantragen, Apply for a certificate of eligibility for housing</p>