

99107022012000, 99107022012000

# Apply for a certificate of eligibility for housing

Heruntergeladen am 27.06.2025

<https://fimportal.de/xzufi-services/183733/L100008>

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	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
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	Wohnen und Umzug (1050200), Existenzsicherung und staatliche Unterstützung (1140100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.07.2022
Fachlich freigegeben durch	Lower Saxony Ministry for the Environment, Energy, Building and Climate Protection
Handlungsgrundlage	<p>The housing promotion laws of the individual federal states apply. If the federal states have not passed their own laws, the federal law applies.</p> <p><a href="https://www.gesetze-im-internet.de/wofg/_27.html">https://www.gesetze-im-internet.de/wofg/_27.html</a>  <a href="https://www.gesetze-im-internet.de/wofg/_27.html">https://www.gesetze-im-internet.de/wofg/_27.html</a></p>
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 relevant 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</p>

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## Sachverhalt

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.

The housing entitlement certificate is generally 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 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)
- BAföG Bescheide (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
- 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 amount of the fees depends on the regulations of the respective federal state and the responsible municipality.

**Verfahrensablauf**
**Bearbeitungsdauer**
**Frist**

12 Monat(e)  
 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.

**weiterführende Informationen**
**Hinweise**

False information can be prosecuted and punished as false certification or fraud. A residence entitlement

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	certificate issued can be revoked if it was issued on the basis of incomplete or incorrect information.
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Housing entitlement certificate issue</li> <li>• People receive a housing entitlement certificate if: 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. You can apply for a residence entitlement certificate from the competent 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.</li> </ul>
Ansprechpunkt	Housing entitlement certificates are issued by the housing subsidy offices of the districts and independent cities.
Zuständige Stelle	
Formulare	<p>Forms available: Yes</p> <p>Written form required: Yes</p> <p>Personal appearance required: No</p>
Ursprungsportal	Apply for a certificate of eligibility for housing, Wohnberechtigungsschein beantragen