

99107022012000, 99107022012000

Apply for a certificate of eligibility for housing

Heruntergeladen am 22.06.2025

<https://fimportal.de/xzufi-services/8967500/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99107022012000, 99107022012000
Leistungsbezeichnung I	Apply for a certificate of eligibility for housing
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hessen
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)

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	30.11.2023
Fachlich freigegeben durch	Hessian Ministry of Economic Affairs, Energy, Transport and Housing
Handlungsgrundlage	https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-WoBindGHE2013V5P1/part/X https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-WoFGHEV1P2 https://www.gesetze-im-internet.de/wofg/_27.html https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-WoBindGHE2013V5P1/part/X https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-WoFGHEV1P2 https://www.gesetze-im-internet.de/wofg/_27.html
Teaser	If you are looking for subsidized housing (social housing) and have a low income, you can apply for a certificate of eligibility for housing (WBS).
Volltext	<p>The certificate of eligibility for housing contains information on the persons eligible, compliance with the relevant income limits, the living space and the number of living spaces.</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 mediation of a suitable apartment.</p> <p>The apartment you want to move into must 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 administrative staff will also be happy to provide you with more detailed information on this.</p> <p>Some social housing units are reserved for a specific group of people. These can be, for example, students, senior citizens (minimum age 60 years), people with disabilities or large households (at least three children). If you belong to a special group of people, this will also</p>

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be indicated in the certificate of eligibility for housing.

The certificate of eligibility for housing is usually valid for one year, i.e. You can move into social housing within this period. After the expiry of the period of validity, a new certificate of eligibility for housing can be applied for. In addition, it can only be used once to move into social housing.

When concluding the rental agreement, the certificate of eligibility for housing must be handed over to the landlord.

A person who is entitled to live in social housing remains entitled to use it for the duration of the tenancy, regardless of the development of his or her personal and economic circumstances. However, in the event of a significant improvement in income, an obligation to pay an incorrect occupancy tax may arise. In this way, the unjustified advantage of a subsidized social rent is skimmed off according to the tenants' ability to pay.

Erforderliche Unterlagen

If you submit a written application

- Identity card for German citizens and citizens of the European Community (IDCard)
- Passport for foreign citizens, with a residence permit valid for at least one year

In the case of electronic applications

Identification (username / password) is also required electronically.

In addition:

- Declaration of income from each member of the household who has his or her own income
- Depending on the income earned, appropriate evidence must be submitted.
- These can be, for example: Payslips for the previous year Payslips for the last 12 months Annual income tax statement for the previous year Income tax assessment for the previous year

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Depending on your personal situation, additional documents may also be necessary. For example:

- Proof of the degree of disability (e.g. for severely disabled people)
- Certificate of enrolment (e.g. for students)
- BAföG notices (for recipients of educational support)
- Pension notice (e.g. for pensioners)
- Proof of benefits from the Jobcenter (e.g. for the unemployed)

This list is not exhaustive.

Depending on the case, the employees of the administrations will need additional documents. If this is the case, they will contact you immediately.

Voraussetzungen

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

The income thresholds for obtaining social housing are currently

- for a single-person household at 18,166 euros per year,
- for a two-person household at 27,561 euros per year,

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	<ul style="list-style-type: none"> • plus 6,265 euros per year for each additional person in the household. <p>The income limit increases by a further 833 euros per year for each child in the household.</p>
Kosten	In Hesse, the issuance of a certificate of eligibility for housing is free of charge.
Verfahrensablauf	<p>You can apply for a certificate of eligibility for housing:</p> <ul style="list-style-type: none"> • If you need advice, you can get a personal or telephone consultation with an employee of your competent authority before submitting your application. • To apply, fill out the application form digitally or on paper and attach the required documents there. • Your application will be reviewed by the staff of your competent authority. If necessary, you will be asked to answer any queries. • After the examination, you will receive feedback as to whether you are entitled to a certificate of eligibility for housing or not. If so, you will be given the certificate of eligibility for housing. <p>In the municipalities with an increased need for housing, which are specified in the annex to § 1 of the Social Housing Leasing Ordinance, the certificate of eligibility for housing is generally not valid. If a person looking for housing wants to move into social housing in one of these municipalities, he or she must submit an application for registration as a housing seeker in that municipality.</p>
Bearbeitungsdauer	It is not possible to specify exactly, as the period varies depending on the municipality, the scope and content of the application, and the documents to be examined. The final processing can only take place once all the necessary documents have been submitted.
Frist	<p>12 Monat(e)</p> <p>The certificate of eligibility for housing is generally issued for a period of one year. Provided that no significant changes in income are to be expected, it can be granted for a period of two years.</p>

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weiterführende Informationen	https://wirtschaft.hessen.de/wohnen-bauen/bezahlbarer-wohnraum-in-hessen/vermittlung-von-sozialmietwohnungen https://wirtschaft.hessen.de/wohnen-bauen/bezahlbarer-wohnraum-in-hessen/fehlbelegungsabgabe https://wirtschaft.hessen.de/wohnen-bauen/bezahlbarer-wohnraum-in-hessen/vermittlung-von-sozialmietwohnungen https://wirtschaft.hessen.de/wohnen-bauen/bezahlbarer-wohnraum-in-hessen/fehlbelegungsabgabe
Hinweise	
Rechtsbehelf	In principle, an objection to the decision may be lodged with the authority that issued the administrative act within one month of its notification in writing, in electronic form or for the record. In addition, the objection may be lodged with the authority responsible for issuing the notice of objection.
Kurztext	<ul style="list-style-type: none"> • Certificate of eligibility for housing issuance • Persons receive a certificate of eligibility for housing if: Your household has a low income You want to establish a 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 certificate of eligibility for housing from the competent authority. The application can be submitted in writing or electronically. • Responsible: Housing authority of the city or municipal administration
Ansprechpunkt	To the housing authority of the city or municipal administration.
Zuständige Stelle	Each municipality in Hesse is responsible for issuing a general certificate of eligibility for housing; as a rule, the municipality in which the applicant for housing has his or her place of residence. If the applicant is looking for accommodation and has his or her place of residence outside Hesse, the municipality in which he or she wishes to move into an apartment is usually responsible.

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Formulare	Depending on the offer of your city or municipality, an application form is available for download on the Internet.
Ursprungsportal	Wohnberechtigungsschein beantragen, Apply for a certificate of eligibility for housing