



## **Certificate of eligibility for social housing (WBS) and apartment search**

### **What is a certificate of eligibility for social housing (WBS)?**

Some apartments are reserved for households with low income. These apartments have been built additionally for certain persons such as old people, people with disabilities or families with children.

For qualifying for such apartments, a certificate of eligibility for social housing (WBS) is required.

All persons who permanently belong to the household are mentioned with names in WBS. The required size of the apartment depends on the number of persons in the household. The information whether someone belongs to a special category is also stated in WBS.

You can apply for a WBS at the housing department of the city of Hagen. The processing of the application takes a couple of days.

Depending on the income of all the persons in the household, you may be granted with WBS. The limits for this are often higher than expected. Your residence status is also important.

The fee for WBS is 10.00 – 20.00 €. The fee is waived for persons with particularly low income.

Further information on required documents is given at the back of this page. The income limits and the application forms can be found on the website of the city of Hagen under “Wohnen” (Housing).

### **How can I find help with apartment search?**

In the application for WBS, you can specify whether you need support for apartment search.

You can enter your needs and preferences regarding location, size, rent level and special requirements.

Once an available apartment suitable for you becomes known, you will be informed by the housing department.

Obviously, you may also search for an apartment yourself during the waiting period. The housing department provides you with a list of some landlords in Hagen for this purpose.

## What do I need to submit for each application?

(Please send copies and not the originals)

- **Application form**
- an **income declaration (attachment 1)** for **all persons with income** even in case of mini job, training allowance, unemployment benefit, pension, living allowance, etc.
- ID card (front and back side) for German citizens or
- Passport and proof of resident status for other nationalities
- **Direct debit authorisation (attachment 2)** for the fee

## What may be necessary for the application in case of special situations?

- Notice of granting for **unemployment benefit / social security / basic provision**
- **Disabled person's pass**
- Certificate for **nursing allowance**
- **Marriage certificate** (if the wedding was less than 5 years ago and not yet already 40 years old)
- In case of **self-employment**, previous income tax assessment, last balance sheet and proof of health insurance and pension scheme
- Current certificates of all **annuities**
- For **pregnancy**, maternity record book / proof of maternity allowance
- For **pupils** starting from 15 years onwards, an authorisation from school
- For **students**, certificate of enrolment / proof of student grant (BAföG - Federal Training Assistance Act for students)
- For **trainees**, training contract / proof for professional training allowance (BAB)
- For **divorcees** or **separated spouses** proof of separation, maintenance, custody and residence of the children
- In case of **parental leave**, proof of parental benefit / duration of parental leave
- In case of **child care costs**, invoice and proof of payments

## If you have any questions, please contact us:

Ms. Walter	Tel. 02331/207-3857	WBS applications A-D
Mr. Knops	Tel. 02331/207-3462	WBS applications E-M
Ms. Klein (Mo-Th)	Tel. 02331/207-2668	WBS applications N-Z
Ms. Kleinemeier	Tel. 02331/207-2666	Housing agency