

# Apply for a housing entitlement certificate

You might be entitled to a Wohnberechtigungsschein if you have a low income or receive social benefits. A Wohnberechtigungsschein is required to move into a subsidized, low-rent apartment.

## Competent Department

- [Die Senatorin für Umwelt, Klima und Wissenschaft | Referat Wohnungswesen](#)

## Contact Person

- [Hotline Wohnberechtigungsschein](#)

**Hotline Wohnberechtigungsschein**

+49 421 361-16295

## Basic information

A Wohnberechtigungsschein is issued both for moving into a subsidized rental apartment and for applying for subsidies for an owner-occupied property.

Whether a Wohnberechtigungsschein can be issued and what size of apartment may be occupied depends on two factors:

- Number of household members to be considered
- Amount of the total income

The total income is the sum of the annual incomes of the household members to be considered minus certain exemptions and deductions.

## Requirements

- German nationality or Possession of a valid residence permit, a toleration or a residence permit.
- Presence of the age of majority

## What documents do I need?

- Current tenancy agreement or eviction order or other evidence of existing homelessness

when applying for a housing emergency

- Last tax assessment / last tax return, profit and loss account

for self-employed persons

- All proof of income of all household members in the last 12 months
  - Certificate of earnings
  - Tax-free income and capital gains
- Notification of unemployment benefit I or II or notification of assistance with subsistence or basic support

For unemployed persons or welfare recipients.

For both rent and rent allowance.

- Certificate of matriculation

For students.

Both for rent and load subsidy.

- Severely disabled pass

with existing severe disability

- School certificate

for children aged 16 and over.

For both rent and burden allowance.

- Notification of receipt of care allowance

in case of existing severe disability.

Both for rent and burden subsidy.

- Copy of the passport

for foreign nationals

# Procedure

A written application on the official form must be submitted.

The signed and completed application can be sent by mail or e-mail.

The Wohnberechtigungsschein becomes invalid if there is a change in the number of household members listed on the Schein who will be moving into the subsidized apartment.

## Legal bases

- [Wohnraumförderungsgesetz \(WoFG\)](#)
- [Bremisches Wohnungsbindungsgesetz \(BremWoBindG\)](#)

## What deadlines must be paid attention to?

The residence entitlement certificate becomes valid on the date of the decision. From this date, the subsidized apartment must be occupied within one year, since the residence entitlement certificate is valid for one year. If it is not possible to move into a subsidized apartment within the period of validity of the certificate of eligibility for housing, a new application must be submitted.

## How long does it take to process

3 weeks if all necessary documents and information are available.

## What are the costs?

A processing fee of 15.00 euros is payable for the residence entitlement certificate.

In the event that a certificate is lost, a copy can be requested for a fee of 10.00 euros by means of an informal request.

The fee does not apply if social benefits are claimed.

## Frequently asked Questions

- **Is the Wohnberechtigungsschein for a rental apartment valid throughout Germany?**

Since there are different income limits, the Wohnberechtigungsschein should usually be applied for in the state in which the apartment is to be occupied.

- **What is a housing emergency and when is it recognized?**

With a housing emergency confirmed in the housing certificate, the search for housing is accelerated. A housing emergency is recognized if the current apartment is too small or homelessness is present or imminent.

- **Are appointments given?**

In principle, no appointments are given.

- **Who can help me find an apartment?**

- There is no municipal housing agency.
- Bremen housing companies or housing offers in the daily newspaper or on the Internet.
- A list of addresses of housing companies is attached to the Wohnberechtigungsschein.

- **What income should be taken into account?**

Income in the sense of the Housing Promotion Act is the sum of positive income (gross minus income-related expenses) according to Section 2 (1) and (2) of the Income Tax Act of each member of the household as well as tax-exempt income that serves to secure subsistence.

All taxable and tax-exempt income must always be conscientiously declared.

Examples:

- For employees: Wage / salary ( certificate of earnings )
- in the case of pensioners: pensions of all kinds (pension statements, pension notifications)
- for persons liable to income tax (as far as the proof cannot be provided by the certificate of earnings) all income, to be proven by:  
income tax advance payment notice  
last income tax assessment  
last income tax return
- for recipients of alimony: Proof of the type, amount and recipient of the benefits
- for children: proof of child benefit
- for unemployed persons: notice of approval from the employment office regarding unemployment benefit or unemployment benefit II
- for trainees and students: Proof of type, amount and recipient of educational support (e.g. BAföG, vocational training allowance)
- for recipients of social welfare or war victims' welfare: proof of type, amount and recipient of benefits
- Proof of other benefits: (e.g. proof of interest income or other investment income, rental income, benefits from third parties, if applicable also on a loan basis, benefits in kind, scholarships).

- **Are trainees, students, persons doing military or civilian service, homeless persons, recipients of housing subsidies entitled to a housing entitlement certificate?**

Yes, if the income requirements are met.

- **Is there a limit on square feet per person when applying?**

In principle, the following apartment sizes are considered appropriate:

- Single person: 50 m<sup>2</sup>
- 2 household members: 60 m<sup>2</sup>
- 1 parent and 1 child: 70 m<sup>2</sup>
- 3 household members: 75 m<sup>2</sup>
- 4 household members: 85 m<sup>2</sup>
- each additional person: 10 m<sup>2</sup>

- **What are fee stamps and where can I get them?**

The application for a Wohnberechtigungsschein is generally subject to a fee and will only be issued after payment has been received. The fee can be paid at machines in every BürgerServiceCenter without an appointment during the respective opening hours and directly in the service building Contrescarpe 72. The receipt is the "fee stamp", which must be enclosed with the application.

- **Which persons are included in the household?**

- the applicants
- his relatives/household members
- other persons occupying the living space together (shared accommodation)

Household members are also:

- the spouse or life partner who is not permanently separated
- the person living in a community of responsibility and responsibility for others
- siblings, aunts, uncles, nieces, nephews
- parents-in-law, children-in-law, stepparents
- parents, children, siblings of the life partner
- sister-in-law, brother-in-law and his children, niece/nephew of spouse
- foster children regardless of their age
- Foster parents
- Children not yet born, whose birth is expected within 6 months according to a medical certificate.