



Information on applying for housing benefits

The Federal State of Germany grants citizens with lower income housing benefits in order to support them with their costs for housing. A rent subsidy is granted to tenants or a subsidy for the utility bills is granted to owners of self-used property.

All necessary information on housing benefits are accessible on the website of the Federal State of Brandenburg (only in German). Here you can find also calculator for housing benefits, all forms and instructions to help you fill them out. <https://mil.brandenburg.de/mil/de/themen/wohnen/wohn-und-mietrecht/wohngeld/>

In the following, we would like to list all necessary documents, sorted by the type of subsidy, which need to be handed in with your application.

Necessary documents to apply for a rent subsidy (only for tenants)

1. Documents to provide information about your family income

- Statements of earnings – ideally provided by employer (if employer cannot provide Information, please hand in payrolls of the last 12 months)
- Notice of the amount of one's pension (with last notification of amendment)
- Notice of unemployment benefits (ALG II / subsistence payments)
- Proof of sickness benefits or maternity benefits
- Notice of basic subsistence income for the elderly
- Notice of payment of „Hilfe zum Leben“ or “Hilfe zur Pflege“
- Proof of all other income as well as one-off income (such as returns on interests, income from capital assets, rental income)
- Notice of BAföG (students benefit) or income which fits under SGB III (BAB) regulations
- Proof of received alimony or alimony advance payments
- Notice of parental benefits
- Income tax assessment or the declaration of the individual income tax, profit and loss account (for self-employed people and freelancers etc.)

2. Documents for determining possible tax exemptions

- Proof of increased income related expenses
- Proof of maintenance and alimony obligations
- Disabled person's pass, proof of degree of care (Pflegegrad)
- Proof of expenses for health care insurance and long-term care insurance, pension scheme (civil servants and self-employed people)

3. Documents to provide information about the rental fee

- Rental contract (for initial application), last notice of increased rental fee, annual overview of utility costs (statement of operating costs) provided by your landlord

- Nursing home contract in case of care home occupants according to the Nursing Home Act
- Proof of paying the rental fee in the last three months

4. Other documents

- Negative attestation of the Housing Benefit Authority at previous location of residence to prove that applicant does not receive any subsidies from previous authority anymore
- Registration certificate (so-called “Meldebescheinigung” handed out by the local municipal office)
- Birth certificate / death certificate
- Certificate of school attendance for children above 15 years
- Enrolment receipt or current certificate of study for students at college / university
- In case you are a foreign citizen: permit of residence or proof of “tolerance status” (so-called Duldung, statutory temporary suspension of deportation)

Necessary documents to apply for subsidy for utility bills (only for self-used property)

1. Documents to provide information about your family income

- Statements of earnings – ideally provided by employer
(if employer cannot provide information, please hand in payrolls of the last 12 months)
- Notice of the amount of one’s pension (with last notification of amendment)
- Notice of unemployment benefits (ALG II / subsistence payments)
- Proof of sickness benefits or maternity benefits (form)
- Notice of basic subsistence income for the elderly
- Proof of all other income as well as one-off income (such as returns on interests, income from capital assets, rental income)
- Notice of BAföG (students benefit) or income which fits under SGB III (BAB) regulations
- Proof of received alimony or alimony advance payments
- Notice of parental benefits
- Income tax assessment or the declaration of the individual income tax, profit and loss account (for self-employed people and freelancers etc.)

2. Documents for determining possible tax exemptions

- Proof of increased income related expenses
- Proof of maintenance and alimony obligations
- Disabled person’s pass, Proof of degree of care (Pflegegrad)
- Proof of expenses for health care insurance and long-term care insurance, pension scheme (civil servants and self-employed people)

3. Documents to provide information about the financial burden

- Notice of real property tax / proof of paying the real property tax
- Notice of refuse fees / deferred public charges
- Proof of financial burden with regards to capital services (form)
- Living space calculation (form)

4. Other documents

- Negative attestation of the Housing Benefit Authority at previous location of residence to prove that applicant does not receive any subsidies from previous authority anymore
- Registration card (handed out by the local municipal office)
- Birth certificate / death certificate
- Certificate of school attendance for children above 15 years
- Enrolment receipt or current certificate of study for students at college / university
- In case you are a foreign citizen: permit of residence or proof of “tolerance status” (so-called Duldung, statutory temporary suspension of deportation)
- Excerpt from Land Register / proof of property ownership

Please send your application to the Housing Benefit Authority:

Fontanestadt Neuruppin
Karl-Liebknecht-Straße 33/34
Rathaus B, Zimmer 1.19 or 1.20
16816 Neuruppin
Tel: 03391 – 355 674 or 03391 – 355 676