

Information Sheet on Housing Benefit Application

General documents:

- Copy of identity card/passport
- Copy of bank card
- For non-EU citizens: Residence permit/settlement permit, temporary suspension of deportation, and declarations of commitment (Verpflichtungserklärung) from all household members

The following documents are required if you...

live in rented accommodation (rent subsidy):

- Fully completed application form for rent subsidy
- Rental or usage agreement for first-time applications or when moving (without house rules but with a signature page)
- Current utility bill or rent assessment from your landlord with a detailed breakdown of the total rent (exact amount of base rent, operating costs, and heating costs)
- Proof of rent payments for the last three months using bank statements (the account holder and IBAN must be visible - no transaction statements)

have or have had another residence (e.g., secondary residence) within the last 12 months:

- Certificate of non-payment from the housing benefit office of the secondary residence, or if you have not had your primary residence in Jena for more than 1 year (absolutely necessary to avoid receiving double housing benefit).
- Registration certificate (Meldebescheinigung) from the Citizens Services Department (Bürgerservice)

are employed or marginally employed:

- Earnings statements for the last three months from all adult household members, or alternatively, an earnings statement form completed by the employer
- Proof of vacation and Christmas bonuses / annual special payment
- Proof of severance payments received
- List of increased work-related expenses and corresponding documentation (e.g., income tax assessment)

are on parental leave:

- Notification of parental allowance (Elterngeld; if applicable, for both parents)

- Proof of maternity allowance (Mutterschaftsgeld; both an earnings statement issued by the employer and a certificate from the health insurance company)
- Confirmation from the employer regarding the duration of parental leave (Elternzeit)

receive wage replacement benefits:

- Notification of daily gross sick pay (Brutto-Krankengeld)
- Notification of transitional allowance (Übergangsgeld)
- Notification of daily unemployment benefits (Arbeitslosengeld)
- Current notification of the new basic income support for job seekers (formerly citizen's income; Grundsicherung für Arbeitssuchende, ehemals Bürgergeld)
- Current notification of basic income support for the elderly and those with reduced earning capacity (Grundsicherung im Alter und bei Erwerbsminderung)

are self-employed/freelancer:

- Business registration (if you operate a business)
- Proof of income from the business and self-employment (e.g., current income tax assessment, private withdrawals, trial balances)
- Completed self-declaration form for self-employed individuals with profit information for the respective fiscal year
- Contribution invoices from health insurance, private pension insurance, and proof of income tax and corresponding current payment receipts (bank statement)

are a trainee/apprentice:

- Approval or rejection notice for vocational training assistance (Berufsausbildungsbeihilfe)
- Apprenticeship contract
- Earnings statements for the last three months, or alternatively, an earnings statement form completed by the employer
- Proof of vacation pay and Christmas bonus/annual special payment
- Type and amount of maintenance payments received (e.g., child benefit) and corresponding payment receipts for the last three months (bank statements)

are a student:

- Approval or rejection notice for educational assistance (BAföG; please note that educational assistance takes precedence over housing benefit and must be applied for first.)

- Current certificate of enrolment
- Proof of scholarship
- Proof of student loan or other loan agreement and corresponding payment statements for the last three months (bank statements)
- Current proof of health insurance payment (bank statement) from age 25
- Type and amount of maintenance payments received (e.g., child benefit) and corresponding payment statements for the last three months (bank statements)
- If applicable: Employment contract for a marginal employment and the last three pay slips
- If you have no income or your expenses exceed your income: Please note that housing benefit is defined solely as a rent subsidy. You must therefore be able to cover your living expenses from your own resources (income/assets). Please provide proof of how you finance your living expenses.

have other income:

- Income from rent and leases (income tax assessment and corresponding proof of payment)
- Benefits in kind (income not in cash form)

are paying or receiving maintenance payments:

- Court-ordered or out-of-court maintenance agreements
- Maintenance calculation from the Youth Welfare Office (not older than two years)
- Proof of maintenance payments for the last three months (bank statements)
- Notice of approval for child support advance payments (UVG) and corresponding proof of payment for the last three months (bank statements)

are living in the household with children (including adult children):

- School certificates for all children aged 14 and older
- In the case of shared custody: completed questionnaire on shared custody, or alternatively, a custody agreement signed by both parents, as well as proof of income for the last three months of the other parent
- Notice of approval for child supplement (Kinderzuschlag)
- Current after-school care fee statement and corresponding proof of payment (bank statements) for the last three months
- If the children have already completed school, the required documents can be found in the information for the above-mentioned groups of people.

have assets:

- Proof of existing assets (bank statements or financial statements) of movable and immovable property
- Annual interest statements (tax certificates) and dividend statements for the previous year from all banks, building societies, life insurance companies, and housing associations

have a recognized severe disability and/or receiving care allowance:

- Severely disabled person's ID card (Schwerbehindertenausweis), alternatively: notification from the social welfare office
- Proof of the care level