

Checklist for applying for **housing benefit for tenants**

The documents listed below may be required for the calculation. Please check what applies to you.

In any case, the following are required:

Application for housing benefit
Application for rent subsidy

Lease or sublease agreement and proof of the last two rent payments (account statements)

Last letter about rent change and proof of the composition of the rent

Complete notice of the municipal utilities(SWB) on the costs for water and waste water (if not included in the additional costs)

Depending on your personal situation, the following attachments should be submitted with the application:

attachment Income declaration and certificate of earnings for the gross income of the last 12 months (alternatively, all payslips, possibly from the start of employment)

attachment Cohabitation agreement for non-relatives

attachment Declaration of receipt of alimony payments

attachment cost of living

attachment alimony obligations

attachment subletting

attachment Shared apartment

Depending on your personal situation, the following documents must also be submitted:

Current notice of **unemployment benefit I** from the Employment Agency

Current notice or notice of cessation regarding citizenship benefits (Bürgergeld) from the job center

In the case of a new employment relationship, the new employment contract

Residence permit, if necessary declaration of commitment to bear the costs (non-EU citizens)

Apprenticeship contract, apprenticeship certification or school certificate

BAföG/BAB/AFBG: Approval, rejection notice or negative certificate or proof that there is no entitlement on the merits

Proof of **one-time benefits** within the last 12 months (e.g. severance payments)

Notice of **parental benefits** (from both parents if parents live together)

For newborns who are not listed in the registration certificate: **birth certificate**

Notification of guaranteed minimum pension: help with subsistence, help with care or benefits under the Asylum Seekers Benefits Act from the Office for Social Services

university enrolment certificate

Proof of **capital assets** in Germany and abroad (interest of the last calendar year)

Certificate of **KfW student loans**

Notification of childcare costs and corresponding proof of payment (statement of account)

Decision or proof of **child allowance**

Notification of **sick pay** (gross amount)

Proof of payments (e.g. statement of account) for contributions to statutory, voluntary or private **health and/or pension insurance**, including pension funds or life insurance

Proof of **rental, sublease or lease income**

notice of **maternity benefit**

Notification of the **long-term care insurance** on the level of care

Severely handicapped ID card or notification from the pension office

Death certificates of household members who have died in the past 12 months

Evidence of **alimony obligations** (alimony title or alimony assessment) and evidence of alimony payments (account statements), in the case of voluntary alimony payments, an additional written declaration

Notice of **alimony advance(UVG)**

Certificate of earnings, also for marginal employment income, and proof of special payments (holiday or Christmas bonus, maternity benefit allowance)

Current notice of **pension payments** (old-age pension, survivor's pension), proof of foreign pension, notice and proof of payments from company pensions

Power of attorney of the legal representative with original signature, copy of supervisor ID (persons being cared of)

Complete **Municipal utilities(SWB)** notice on the costs for water and waste water (if not included in the additional costs)

Housing benefit rejection notice(Negativbescheinigung) from the housing benefit office in the previous place of residence (persons who have lived outside of Bremen within the last 24 months)

For self-employed applicants or self-employed household members, the following must be submitted:

attachment Self-employed

Current balance sheet or profit and loss account (self-employed)

Last **income tax assessment / income tax return**

Proof of **business registration**