

## Communicate significant changes for housing assistance such as number of household members, rent, load, or income.

If you are already receiving housing assistance, you must report certain changes in your personal circumstances.

### Competent Department

- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | Referat Wohngeld](#)

### Basic information

You notify the housing allowance authority immediately if

- Your total income has increased by more than 15 percent,
- your rent or burden for residential property (excluding heating costs) has decreased by more than 15 percent, or
- the number of household members has decreased.

If your total income is reduced because there are fewer members in your household to consider, this may also be a reason to change your housing allowance.

### Requirements

- Your total income must have increased by more than 15%, or
- the number of your household members has decreased or
- Your rent or your home ownership burden (excluding heating costs) has decreased by more than 15%.

For details, please contact your local housing allowance office.

### What documents do I need?

- Evidence of modified income
- Evidence of the change in rent or charge
- Evidence of the change in the household members to be taken into account.

### Procedure

You can communicate changes via the online service or in writing.

## Online

- The online service guides you step by step through the application process.
- The authority will check whether your notification affects the amount of your housing benefit and will send you a notification if necessary.

## In writing

- You send your notification of change informally by post or e-mail to the housing benefit office responsible for you. You can find the contact details under "Responsible authorities".
- The authority will check whether your notification affects the amount of your housing benefit and will send you a notification if necessary.

## Legal bases

- [§ 27 Absatz 3 Wohngeldgesetz \(WoGG\)](#)

## More information

There are the following indications:

If your financial situation or living circumstances have improved or changed, this may also result in a reduction of your housing allowance. You are required to notify the housing allowance authority immediately of any changes that may lead to a reduction in housing allowance. In order to prevent or detect the unlawful claiming of housing allowance, the housing allowance authority regularly checks the household members by comparing their data.

In order to avoid or detect the illegal use of housing allowance, the housing allowance authority may regularly check the household members by means of a data comparison - also in automated form - in particular with the data office of the pension insurance.

For example, it may compare

- whether Bürgergeld (formerly Arbeitslosengeld II) is being paid during the period in which the housing allowance is being received,
- whether employment subject to compulsory insurance or marginal employment exists,
- or the amount of investment income for which an exemption order has been issued.

It is also possible to compare the registration addresses, housing status and dates of change of address with the registration office. It is also possible to call up accounts at the Federal Central Tax Office. Suspected cases of fraud are always reported to the public prosecutor's office.

Through these checks, the housing allowance authority can determine, for example,

- whether housing benefit is being received more than once,

- whether transfer payments leading to exclusion from housing benefit are being received at the same time,
- whether the information provided in the housing benefit application is correct
  - income from gainful employment,
  - income from one or more pensions,
  - income from capital gains (interest or dividends),
- whether, in the case of original unemployment, the payment of unemployment benefits has been discontinued (for example, due to taking up a new gainful activity), and
- whether the original dwelling for which housing benefit was paid is still actually being used.

The review is permitted up to the expiry of ten years after notification of the associated housing allowance.

### **What deadlines must be paid attention to?**

None

### **How long does it take to process**

Your notification will be reviewed without delay. The processing time depends, among other things, on the completeness of your information and the submission of the evidence required for processing the application.

Longer processing times are not at your expense.

### **What are the costs?**

None

## **Frequently asked Questions**

### **• Who is a household member?**

Household member is the person entitled to housing allowance.

Household members are also:

- the spouse or 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 the spouse
- Foster children regardless of their age and foster parents

## • **What income should be taken into account?**

Annual income within the meaning of the Housing Benefit Act is the sum of the positive income (gross less income-related expenses) in accordance with Section 2 (1) and (2) of the Income Tax Act plus the income in accordance with Section 14 (2) of the Housing Benefit Act less the deductions for taxes and social security contributions of each household member.

For the calculation of housing benefit, a forecast decision is made, i.e. what income is to be expected. The last 12 months prior to the application can serve as the basis for this forecast decision.

All taxable and tax-free income must always be carefully declared.

### Examples

- for employees: Wage/salary (certificate of earnings)
- for pensioners: pensions of all kinds (pension notices, pension notification)
- for income taxpayers (if proof cannot be provided by the certificate of earnings):  
all income, to be proven by  
Income tax prepayment notice  
Last income tax assessment notice  
Last income tax return
- for recipients of maintenance payments: Proof of the maintenance payer, 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 / citizen's allowance
- for trainees or students: Proof of the type, amount and recipient of the training grant (e.g. BAföG, vocational training grant)
- for recipients of social assistance or war victims' welfare: proof of the type, amount and recipient of the benefits
- Proof of other benefits: (e.g. proof of interest income or other investment income, rental income, third-party benefits, including on a loan basis if applicable, benefits in kind, scholarships)

## • **What is a "negative certificate"?**

If you apply for housing allowance in another municipality or in another federal state, the responsible authority usually requires the submission of a negative certificate. This is then issued on request by the housing allowance office of the former place of residence. This is to check whether and until when housing benefit was paid.

The issuing of the negative certificate is free of charge. A personal appearance to get the certificate is not required. The application is made informally. It is also possible to apply for the negative certificate by telephone. An authorized person is entitled to take

out the negative certificate at the housing allowance office on behalf of the applicant.  
The power of attorney must be presented.

- **What do I need to communicate?**

Changes to be reported immediately include:

- Number of household members,
- Decrease in rent or burden,
- increase in income, and
- Change in living quarters, including within the home.