



Vienna Housing Benefit (“Wiener Wohnbeihilfe”)

Information on applying for Vienna Housing Benefit as defined under the Vienna Housing Benefit Act (WrWbG)

This information leaflet provides you with important details on your application and the application procedure. Please read this information carefully!

Data protection information pursuant to Art. 13 GDPR: <https://www.wien.gv.at/kontakte/ma50/ds-info/wohnbeihilfe-antrag-ds.html>

The information leaflet is available in several languages at www.wien.gv.at/amswege.

WHAT IS VIENNA HOUSING BENEFIT (“WIENER WOHNBEIHILFE”)?

Vienna’s housing benefit scheme offers housing cost support to all Viennese residents whose income is equal to or above the standard rate defined under the Vienna Basic Benefit Act and whose housing expenditure is an unreasonable burden on their household budget. This means that their housing costs are too high in comparison to their income. The legal basis is provided by the Vienna Housing Benefit Act (“Wiener Wohnbeihilfegesetz – WrWbG”).

WHEN ARE YOU ELIGIBLE FOR HOUSING BENEFIT?

You may be eligible for a benefit under the Vienna Housing Benefit Act if

- › your centre of vital interest and your primary residence is in Vienna, and you actually live in Vienna, and
- › you are a tenant of a rented flat, and
- › you are not the owner of your flat and do not have a close relationship with the flat owner, and
- › you do not receive basic benefit (“Mindestsicherung”) or rent allowance (“Mietbeihilfe”) under the Vienna Basic Benefit Act (Municipal Department 40 – Social Welfare, Social and Public Health Law), and
- › your income is above the minimum and below the maximum household income defined under the Vienna Housing Benefit Act, and
- › you are an Austrian citizen, or you are treated as equal to Austrian citizens (equal status) and meet certain additional qualifications.

Equal status with Austrian citizens is given to:

- › EU/EEA or Swiss nationals
- › persons granted asylum, or
- › nationals of the United Kingdom of Great Britain and Northern Ireland holding a residence permit “Article 50 TEU” and are treated as equal to Austrian citizens under the Withdrawal Agreement, or
- › third-country nationals with long-term residence status, who have actually, legally and permanently resided in Austria for at least five years.

HOW DO YOU GET HOUSING BENEFIT?

1. Complete the application form!

- › You can find the online application for housing benefit at <https://www.wien.gv.at/amtswege/wohnbeihilfe-antrag>. If you are not able to file an application online, you can also download the application from <https://www.wien.gv.at/amtswege/wohnbeihilfe-antrag>.
- › Complete the application fully and truthfully.
- › Housing benefit may be granted retroactively for a maximum period of 4 months before the submission date of the application. Please enter the desired date from which the application should be made on the application form. Please note that the housing benefit can only be granted retroactively if you have not yet received housing benefit of the same amount.

2. Provide scans of all documents (in PDF format)!

Please provide scans (in PDF format) or copies of the following documents for all members of your household (including children):

- › **Official photo identification** (e.g. passport)
- › **Documents**
Letter of recognition ("Anerkennungsbescheid") from the Federal Office for Immigration and Asylum, current residence permit, marriage certificate, valid divorce decree/decision of divorce, divorce settlement, your children's birth certificates, disabled pass.
- › **Current income statements**
Pay statements (net income), proof of health insurance benefits (e.g. sickness benefit, childcare allowance, medical rehabilitation benefit), maintenance payments, pension approval certificate, benefits decision letters, proof of type, amount, and if applicable duration, of other income, confirmation of benefits from the AMS – Public Employment Service Austria (unemployment benefit, emergency welfare benefit, etc.), maintenance payments/alimony (e.g. maintenance order from the court or maintenance/alimony agreement of Municipal Department 11 – Vienna Child and Youth Welfare Service), financial assistance for special circumstances from Municipal Department 40.
- › **Proof of rent/tenancy**
Tenancy agreement, proof of the amount of current rent payable (breakdown of your rent)
- › IBAN and name of the bank account holder

3. Send off the application and the required documents!

You will find the address and contact details at the end of this information leaflet. The completed (and signed) application and the required documents can

- › be filed directly online using the online form, or
- › be emailed to wohnbeihilfe@ma50.wien.gv.at, or
- › be sent by post to the Housing Benefit Office ("Wohnbeihilfenstelle") at Municipal Department 50, or
- › be put into the letter box of the Housing Benefit Office (Municipal Department 50), or
- › be handed in personally at the information desk of the Housing Benefit Office (Municipal Department 50).

4. How will you know if you get housing benefit?

Municipal Department 50 of the City of Vienna checks if you are eligible for housing benefit and will issue a decision on the approval or rejection of your application. You will only get a decision, if you have submitted the complete (signed) application and all the required documents. The decision notice will be sent to you by post or electronically, if you are using an electronic mailbox.

WHAT ARE YOUR RIGHTS?

You have the right to

- › submit an application,
- › get information on the status of your application,
- › obtain a decision (if you have submitted a complete application),
- › object against the decision.

WHAT ARE YOUR DUTIES?

Duty to co-operate

You have the duty to

- › submit **all required documents**,
- › answer **all questions completely and truthfully**, and
- › claim **any payments due to you** (maintenance/alimony and similar payments).

Otherwise, the benefit may be refused or stopped. You will receive no back pay for the duration in which the housing benefit was refused or stopped.

Duty to notify

You must report the following changes to your circumstances immediately:

- › **changes to income, assets, family and housing situation**
- › **changes to your rent**
- › **changes to your citizenship and/or residence permit**

Housing benefit that you have received wrongfully must be repaid.

For questions and information on Vienna Housing Benefit ("Wiener Wohnbeihilfe"):

CONTACT

**City of Vienna – Housing Promotion and Arbitration Board for Legal Housing Matters
Housing Benefit (Municipal Department 50)**

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