

**CITY OFFICE
KRAKOW
Housing
department**

Providing housing assistance due to unmet housing needs (homelessness, expiry of the period or expiry of the legal title to the premises, loss of legal title to the premises as a result of a court ruling, domestic violence, living in a non-residential basic premises, eviction from premises without the right to social housing) and achieving low incomes

1. Handle the matter electronically

No

2. Appendices

Application concerning a housing case

3. Sign language version

No

4. Matter handled by

Housing Department of the City Office of Krakow, Wielopole 17a, 31-072 Krakow, Housing Aid Unit

Ewa Światłowska: I floor, room 112, telephone number 12-616-8215

Jadwiga Grzybek: I floor, room 112, telephone number 12-616-8401

Piwa Kawalec: I floor, room 114, telephone number 12-616-8404

Beata Walczyk: I floor, room 114, telephone number 12-616-8227

5. Documents from the Applicant (client)

1. Application for housing assistance for social reasons, downloaded at the headquarters of the Department of Housing (Service Point for Residents, ul. Wielopole 17a - parter) or from the website www.bip.krakow.pk containing the description of the occupied premises, its size and condition technical (confirmed by the administration of the building) and the indication of persons registered in the premises (confirmed by the Department of Administrative Affairs of the City Office of Krakow). The request model is defined in the Appendix to the Procedure.
2. Documents confirming the amount of net income obtained by applicant and all adult persons covered by the application during the period one calendar year preceding the year of the submission of the application. In case of application submitted in the period from January to May of a given calendar year, the documents should include the income achieved in the calendar year preceding the year referred to in the first sentence.
3. Documents allowing to determine the places of previous registration applicant and persons covered by the application.
4. Documents allowing exclusion of the fact that the applicant or persons covered by the application are entitled to or entitled to the legal title to the premises residential or other real estate in which the applicant, his spouse and the persons included in the application were registered in previous years.
5. Documents allowing exclusion of the fact that the applicant or

the persons included in the application were entitled to a legal title to residential premises or other properties that descendants, ascendants and siblings of the applicant and his spouse are entitled to.

6. The final decision on the check out (applies to people who have been checked out in administrative mode).
7. A legally valid decision on divorce or separation along with possible a ruling regarding the division of the property (applies to people who are after divorce or remain separated).
8. A final court ruling on eviction from premises without the right to social housing (applies to persons for whom an eviction was ordered).
9. A final court judgment ruling on the occurrence of directed violence against the applicant or the person covered by the application.
10. Documents confirming the "center of life" in Krakow within 5 years before the day of submitting the application. Krakow is considered the center of life in the case documented by the applicant and persons covered by the actual application living in the Municipality of Krakow.
11. A final court order confirming the loss of a legal title to the flat being a part of the housing stock of the Municipality of Krakow.

The applicant may also attach:

1. Certificates of the Municipal Social Welfare Center, care facilities upbringing concerning the stay in the applicant's children's facilities.
2. A confirmatory judgement: light, moderate or significant degree of disability, partial or total incapacity for work, or total disability inability to work and total inability to live independently, I, II or III disability group.
3. Certificate of using a wheelchair.
4. Certificates of the Municipal Social Welfare Center or other institutions concerning the period of stay in institutions providing temporary assistance providing shelter.
5. Certificates from workplaces regarding the applicant's employment in Cracow.

6. Fees

The proceedings are not subject to fees.

7. Form of consideration

1. Initial positive verification of the application,
2. Listing the final group of people qualified to conclude a lease agreement,
3. Referral to conclude a lease agreement for a dwelling unit based on the final list of people qualified to conclude a lease agreement.

or

Information about the lack of legal grounds for a positive conclusion of the application.

8. Time of consideration

Information about the initial positive verification of the application - within 30 days from submit the application together with the complete documentation required.

Information on taking the final housing list - within 30 days from the date of issue ordinance of the Mayor of the City of Krakow regarding establishing and providing final lists housing.

Issuing a referral to conclude a lease agreement: _____

- a) within 30 days from the date of acceptance of the offer to conclude a lease agreement - in the case when the technical condition of the offered flat allows for settlement.
- b) within 30 days from the day the renovation is completed - in the case where the premises before settlement requires renovation, which will be carried out by the Municipality of Krakow or the future tenant.

Information about the lack of legal grounds for a positive conclusion of the application - within 30 days from submitting the application together with the complete documentation required.

In justified cases, the verification period may be extended by further ones 30 days. The applicant shall be notified about the extension of the verification period together with the deadline for settling the matter and the reason for the delay.

9. Documents obtained in the proceedings

A questionnaire of the qualification of the points of social and housing conditions concerning the applicant.

10. Appeal procedure

Filing a complaint against an act in the field of public administration under the Act of 30 August 2002 Law on proceedings before administrative courts (consolidated text: Journal of Laws of 2016 item 718, as amended).

The complaint should be preceded by the act specified in art. 52 § 3 of the Act of 30 August 2002 Law on proceedings before administrative courts, i.e. a written request by the Mayor of the City of Krakow to remove the violation of law.

This activity should be carried out within 14 days from the date of receipt of information about the lack legal basis for a positive conclusion of the application.

11. Legal basis

1. Art. 2 par. 1 point 5, art. 4, 20 and 21 of the Act of 21 June 2001 on the protection of the tenants, housing stock of the municipality and amending the Civil Code (consolidated text: Journal of Laws of 2016 item 1610),
2. § 3 par. 1 point 1, § 5, § 11, § 26, appendix 1, appendix 2 of resolution No. XXI/340/15 of the City Council of Krakow of 8 July 2015 on the principles of renting premises included in the housing stock of the Municipality of Krakow and temporary premises (consolidated text: Official Journal of the Malopolska Region of 2017, item 2105).

No

12. Additional information for the client

Developed by:	Opinion presented by: Legal Advisor	approved by: Director / Deputy
First name and last name	First name and surname	Imię i Nazwisko
Date:	Date:	Data.

