

<b>CITY OFFICE OF KRAKOW</b> <b>Housing Department</b>	<b>ML-12</b>
	<b>Provision of housing aid due to unmet housing needs (no legal title to a dwelling or other real estate) and low income</b>
<p><b>1. Handle the matter electronically</b> No</p> <p><b>2. Appendices</b></p> <ol style="list-style-type: none"> <li>1. Housing case application.</li> <li>2. Declaration of income.</li> <li>3. Proof of income.</li> <li>4. Statement of assets.</li> </ol> <p><b>3. Sign language version</b> No</p> <p><b>4. Matter handled by</b> Housing Department of the Krakow City Office, Housing Aid Unit</p> <p>Rynek Podgórski 1, 30-533 Krakow</p> <p><b>5. Documents from the Applicant (client)</b></p> <ol style="list-style-type: none"> <li>1. Application for housing aid due to unmet housing needs and low income, collected at the seat of the Housing Department (Resident Services Center, Rynek Podgórski 1 - ground floor) or the web page <a href="http://www.bip.krakow.pl">www.bip.krakow.pl</a>. The application model is attached to the procedure.</li> <li>2. Declaration of income (Appendix 2 to the procedure).</li> <li>3. A document confirming the amount of income of all the household members achieved during the three full calendar months preceding the date of submission of the application, in particular: <ol style="list-style-type: none"> <li>1) certificate of income from the workplace (Appendix 3 to the procedure) - for people employed on the basis of, among others, employment contracts, contracts of mandate, for specific work.</li> <li>2) pension receipts / old-age pension receipts or a certificate from ZUS - for people granted old-age and disability pensions.</li> <li>3) postal money orders or a bank statement or a copy of a court judgement granting alimony - regarding people receiving alimony on the basis of a court judgement.</li> <li>4) a decision granting family benefits / benefits from the alimony fund or postal money orders or a bank statement - for persons receiving family benefits / benefits from the alimony fund.</li> <li>5) a certificate of the amount of a scholarship (social, research, housing, board) or not receiving a scholarship - for university students.</li> </ol> </li> </ol>	

- 6) a certificate from the commune office on profitability per conversion hectare - for persons owning a farm.
4. A declaration of financial standing (Appendix 4 to the procedure).
5. Documents confirming the "life center" in Krakow within 5 years before the date of submitting the application. Krakow is considered a life centre if the applicant and the persons covered by the application document that they actually live in the territory of the Municipality of Krakow.
6. A final and binding decision on divorce or separation, together with a possible ruling on the division of marital assets (applies to persons who are divorced or separated).
7. Documents allowing to identify places of previous residence of the applicant and persons included in the application.
8. Documents allowing to exclude the fact that the applicant or persons included in the application is/are or was/were entitled to a legal title to residential premises or other real estate in which the applicant, their spouse and persons included in the application were registered in previous years.
9. Documents allowing to exclude the fact that the applicant or persons included in the application had a legal title to residential premises or other real estate which are vested in the descendants, ascendants and siblings of the applicant and their spouses.
10. Final decision to de-register (applies to people who have been de-registered in administrative mode).

**Applicants may also attach:**

1. Certificates of mobility in a wheelchair.
2. Certificates confirming: light, moderate or severe degree of disability, partial or total incapacity to work, or total incapacity to work and total incapacity to exist independently, disability group I, II or III.
3. A final and binding court judgement declaring the existence of violence directed against the applicant or the person included in the application.
4. A certificate of the Office for Veterans and Victims of Oppression, ID card of a repressed person issued by the Social Insurance Institution, other relevant documents proving repression and persecution;
5. Certificates of the Municipal Social Welfare Center or other institutions regarding the period of stay in institutions providing assistance in providing temporary shelter.
6. Certificates of the Municipal Social Welfare Center, care and educational institutions regarding the stay of the applicant's children in institutions.
7. Decision of the family court to place the applicant in a care and educational institution or a foster family.
8. Order of a family court to terminate a foster family.
9. Certificates of the Municipal Social Welfare Center or educational care institutions regarding the stay in institutions or in a foster family.
10. Opinion of the Municipal Social Welfare Center, care and educational institutions regarding the applicant.
11. Documents that make it probable that they cannot live in a flat to which the biological parents or persons acting as a related foster family are entitled.
12. A final and binding court decision on eviction from the premises without the right to a municipal flat (applies to persons who have been ordered to evict).
13. A legally valid court decision stating no the legal title to the premises not included in the housing stock of the Municipality of Krakow.

In the case of delivering photocopies of the documents referred to in points 2-10 and 1-13, the original documents must be submitted for review (not applicable to appendices to this procedure). Both the application and the appendices to this procedure should be submitted in the original.

## **6. Fees**

The procedure is not subject to fees.

## **7. Form of consideration**

Positive verification of the application,

Being enlisted on the final list of persons qualified to conclude a flat lease agreement,

Referral to conclude a flat rental agreement based on the final list of persons qualified to conclude a flat rental agreement,

or

Information about no legal grounds for a positive settlement of the application

## **8. Time of consideration**

Information on the initial positive verification of the application - within 30 days of the date of submitting the application together with the complete required documentation.

Issuing a referral to conclude a lease agreement within 30 days of:

- accepting an offer to conclude a lease agreement - if the technical condition of the offered premises enables occupation.
- completion of renovation - in the event that the premises require renovation before being settled, to be carried out by the Municipality of Krakow or the future tenant.

Information about no legal grounds for a positive settlement of the application

- within 30 days of the date of submitting the application together with the complete required documentation.

In justified cases, the verification period may be extended by an additional 30 days. The applicant shall be notified about the extension of the verification period, along with the date of settling the matter and the reason for the delay.

## **9. Documents obtained in the proceedings**

Scoring questionnaire for the applicant's social and housing conditions.

Opinion: of the Municipal Social Welfare Center, Police, Municipal Guard, and the relevant District Council

## **10. Appeal procedure**

Filing a complaint against a legal act within public administration pursuant to the Act of August 30, 2002, Law on Proceedings Before Administrative Courts

## **11. Legal basis**

1. Act of June 21, 2001 on the Protection of Tenants' Rights, the Municipality's Housing Stock and the Amendment to the Civil Code.

2. Act of June 21, 2001 on Housing Allowances.
3. Resolution No. XXX/794/19 of the Krakow City Council of December 5, 2019 on the principles of renting premises included in the housing resource of the City of Krakow and temporary premises.

**12. Additional information for the client**

No

Developed by: First and last name:	Opinion presented by: Legal Advisor First and last name:	Approved by: Unit Director First and last name:
Date:	Date:	Date: