



You have been included in the protected market segment?



Within the social housing assistance (Soziale Wohnhilfe) of your district office (Bezirksamt) you have a fixed contact person. After being admitted by them to the protected market segment (Geschütztes Marktsegment - GMS), you received [a letter of application for housing \(Wohnungsbewerbungsschreiben\)](#). It is only valid until a fixed time and has to be extended again afterwards. You also received a list of contact details for the cooperating housing companies.

The following steps listed make it easier for you to proceed

Step 1

Get in touch with these cooperating housing companies. Write an email (you will find an example email on the back), call or go there.



Unfortunately, the available living space in Berlin is very scarce. You need a lot of patience and motivation for a successful placement.



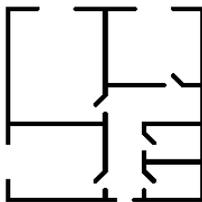
Repeat step 2 as many times as necessary.



Step 2

If you get an apartment offer, arrange a viewing appointment with the employees of the housing company.

Just to be on the safe side, bring the documents below to this appointment:



- ID card or passport and certificate of residence (Meldebescheinigung)
- Certificate of admission to the protected market segment (GMS-Berechtigung)
- Proof of income (e.g. pension notification, JobCenter notification)
- Self-assessment / prospect sheet from the landlord
- If available: permit for subsidized housing (Wohnberechtigungsschein - WBS), Schufa information

Clarify all details of the rental with the responsible employees.

Send the personal housing offer immediately to your contact or at your district office.



Step 3

In the best case, you will now receive the rental contract.

Submit the signed rental contract to your district office right away.



Sender:
Name
Address

Date

Receiver:
Name
Address

Dear Sir or Madam,

my name is first name last name, I am age years old, in possession of a certificate of admission to the protected market segment (GMS-Berechtigung) and a permit for subsidized housing (WBS) with need for a number-room apartment for a number –people household.

I live with my wife/husband/children in Berlin- district. Since my/our center of life is within this district an apartment in this area would be advantageous.

At the moment I am employed as/looking for a job/unemployed and receive benefits through the JobCenter/employment office/social welfare office, which will cover the costs for accommodation and heating.

I urgently need an apartment on date because I reason (do not have my own living space/am being vacated on _____).

If you have a suitable apartment for me, I am very grateful for your feedback. You can get in touch at any time: phone number and email address.

I would be happy to come to your office and present my documents:

ID card or passport and certificate of residence (Meldebescheinigung)

Certificate of admission to the protected market segment (GMS-Berechtigung)

Proof of income (e.g. pension notification, JobCenter notification)

Self-assessment / prospect sheet from the landlord

If available: permit for subsidized housing (Wohnberechtigungsschein – WBS), Schufa information

I am very happy to hear back from you.

Yours sincerely,

Name _____