

## Sheet of Notification

### What has to be considered when planning to change the residence?

Before concluding a contract of a new accommodation, the assurance of the previously responsible local municipal provider must be obtained regarding the expenses of the new property according to § 22 paragraph 4 of the Social Code (SGB) Second Book (SGB II)

For a change of residence within the county of Schmalkalden-Meiningen, the responsible municipal provider is the administrative district office (Landratsamt) Schmalkalden-Meiningen, department for basic security benefits for job seekers (Fachdienst Grundsicherung für Arbeitsuchende), Obertshäuser Platz 1 in 98617 Meiningen or branch office, Sandgasse 2 in 98574 Schmalkalden.

If you plan to relocate your residence from another county to this county, the approval of the current responsible provider (job center (ARGE), county, urban district) is required.

In order to process your request, **a personal appointment** at the administrative district office ( Landratsamt ) is **mandatory**.

#### The following documents must be brought with you at the appointment:

- Request to change residence with detailed reasons for the relocation requirement
- normally, several renting offers of a new apartment; including detailed information about the size, basic rent, cold utilities and heating costs (if available)

If you do not yet have reached the age of 25 and still live with your parents, further information on the previous residence are required:

- Size of the accommodation
- Number of rooms
- Persons living in that household
- Proportional costs

Furthermore, a change of residence is only necessary, if

- the apartment of the parents / parent cannot be referred to (anymore) due to serious social reasons
- the change of residence is required in order to integrate into the labor market (in this case an appropriate application to the Employment Agency with proof of an employment contract is required) or
- there is any other similar serious reason.

The existence of such reason has to be **explained in detail** by you.

#### Please note the following legal basics:

- The previously local responsible municipal provider of the service, is only obliged to commit to taking on the costs of the new accommodation, if the change of residence is **necessary** and the costs of new accommodation are **reasonable** (§ 22 paragraph 4 SGB II).
- For the acquisition of the procurement expenses of the apartment and the moving expenses, an assurance is **prior** mandatory. This can be only regularly issued when the moving was initiated through the administrative district office **or** is for other reasons necessary **and** without the assurance of an accommodation which cannot be found in a reasonable period of time (§ 22 paragraph 6 SGB II).
- For a loan granted through a deposit for the new accommodation, the assurance of the responsible municipal district office for moving into the new accommodation is also required (§ 22 paragraph 6 SGB II).
- If the costs of a new accommodation after an **unnecessary** change of residence increase reasonably, the service payment will only be in the amount of expenses covered up to that time (§ 22 para. 1 SGB II).
- For persons who **have not yet reached the age of 25**, special rules may apply if necessary (§ 22 Paragraph 5 SGB II).

If a change of residence occurs (with and without assurance), the municipal district office must be informed without delay of the time, and about the revised costs. Principally, all occurring changes shall be notified.