

<p style="text-align: center;"><b>Information sheet</b> <b>Things to remember during a planned move</b></p>
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In accordance with Section 22 Para. 4 of Volume II of the German Social Code (SGB II), the beneficiary must, prior to signing the contract on the new dwelling, obtain confirmation from the local government agency responsible for the new dwelling, so as to take into account the expenses associated with this.

The local government agency responsible for moves within the district of Schmalkalden-Meiningen is the Schmalkalden-Meiningen District Office, Municipal Job Centre, Obertshäuser Platz 1, 98617 Meiningen, or Branch Office, Sandgasse 2, 98574 Schmalkalden.

If you move out of the district, you must obtain confirmation of the move from our Municipal Job Centre.

Housing costs and relocation costs may be recognised as a necessity with prior confirmation from the local government agency responsible for the move; expenses for bonds and the purchase of co-operative shares may be recognised as a necessity with prior confirmation from the relevant agency at the new dwelling's location.

**You must visit the District Office in person for an interview** in order for your request to be processed.

The following documents must be submitted during your interview:

- Request to move, with **detailed justification of the need for the move**
- Generally at least 2 rental offers for a new home, including detailed information on size, basic rent, additional costs excluding heating, and heating costs (if available)

If you are **under the age of 25**, and still live with your parents, additional information on your existing housing is required:

- Size of home
- Number of rooms
- People in the household
- Proportionate costs

Furthermore, a move is only necessary if

- Living with parents/a parent is not (or no longer) feasible for serious social reasons,
- The move is necessary in order to enter the job market (this requires lodging a relevant application with the Employment Agency, including the employment contract), or
- Another similarly serious reason.

You must **describe this reason in detail**.

Please note the following legal bases:

- Prior confirmation is imperative if housing and relocation costs are to be covered. This confirmation can generally only be issued if the move has been prompted by the District Office, or is necessary for other reasons, and housing cannot be found within an appropriate time frame without said confirmation (Section 22 Para. 6 SGB II).
- Confirmation of the move is also required when a bond is loaned by the local government agency responsible for the new home (Section 22 Para. 6 SGB II).
- If the appropriate expenses for housing and heating increase after a move not deemed necessary, only the hitherto existing necessity will be recognised (Section 22 Para. 1 SGB II).
- Special regulations may apply to persons under the age of 26 (Section 22 Para. 5 SGB II).

**In the event of a move (with or without confirmation), the District Office must be immediately informed of the date and amended costs. All recorded changes must generally be advised.**

**Got further questions?**  
**Please contact the staff at your Job Centre.**