

<b>CITY OFFICE OF KRAKOW</b>	<b>ML-19</b>
	<b>Re-conclusion of a municipal housing tenancy agreement. Re-conclusion of a temporary housing tenancy agreement.</b>
<p><b>1. Handle the matter electronically</b> Not possible</p> <p><b>2. Appendices</b> 1. Application for extension of the agreement, 2. Declaration of income 3. Proof of income, 4. Statement of assets.</p> <p><b>3. Sign language version</b> No</p> <p><b>4. Matter handled by</b> Housing Department, Rynek Podgórski 1, 30-533 Krakow; Tenancy Agreement Extensions Unit.</p> <p>Ask a question about the procedure: <a href="http://www.bip.krakow.pl/idz">www.bip.krakow.pl/idz</a></p> <p><b>5. Documents from the Applicant (client)</b></p> <ol style="list-style-type: none"> <li>1. An application for the re-conclusion of a municipal housing or temporary housing tenancy agreement, collected at the seat of the Housing Department (Resident Service Center, Rynek Podgórski 1 - ground floor) or downloaded from the website <a href="http://bip.krakow.pl/">http://bip.krakow.pl/</a> with a description of the premises, its size and technical condition (confirmed by the building administration).</li> <li>2. Documents confirming the legal title to the premises occupied (referral and tenancy agreement).</li> <li>3. Declaration of income (Appendix 2 to the procedure).</li> <li>4. 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.

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).

5. An abridged copy of the birth certificate of the applicant's children or persons included in the application (if the born child was not included in the previously valid agreement)
6. 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.
7. 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.
8. A document confirming the conclusion of an agreement to spread the existing rent arrears into instalments along with other fees for the use of the premises (applies to people who are in debt).
9. Declaration on the repayment of the declared amount of rent arrears and other fees for the use of the premises arising before the conclusion of the social rental agreement (applies to people who are in debt).
10. A certificate of disability (applies to applicants for the extension of the temporary premises tenancy agreement)

#### **6. Fees**

The procedure is not subject to fees.

#### **7. Form of consideration**

Referral to conclude a social rental agreement for a flat or temporary premises for a further period

or

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

#### **8. Time of consideration**

Issuing a referral to conclude a tenancy agreement - within 30 days of submitting the application along with complete documentation.

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. Appeal procedure**

The applicant is not entitled to file an appeal.

**10. Legal basis**

1. Art. 4, art. 20, art. 21, 21b, art. 22, art. 23, art. 25a, art. 25b and art. 25e of the Act of June 21, 2001 on the Protection of the Rights of Tenants, Housing Resources of the Municipality and Amending the Civil Code
2. § 3 par. 1 point 3, § 5, § 12, § 30, § 33, § 35, Appendix 1 to resolution No. XXX/794/19 of the Krakow City Council of 5 December 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**

The procedure is available at the seat of the Housing Department in Krakow, Rynek Podgórski 1 and in the Public Information Bulletin of the City of Krakow.

Developed by:  
First and last name:

Date:

Opinion presented by: Legal  
Advisor  
First and last name:

Date:

Approved by: Unit Director  
First and last name:

Date: