

## **Criteria for allocation of a building plot sold by the Town of Herzogenaurach**

The Town of Herzogenaurach maintains a list of applicants for building plots in Herzogenaurach and its affiliated communities.

The decision about which building plots shall be sold to applicants on this list lies with the Town of Herzogenaurach. There is no claim to an incorporation of specific municipal plots in the list of sites to be sold as building plots.

### **Part A Application**

#### **1. List of applicants**

The allocation of building plots is based on a list of applicants.

In order to be able to be entered on this list of applicants, it is necessary to be 18 years of age or older, and

- a) to live in Herzogenaurach, or**
- b) to work in Herzogenaurach, or**
- c) to have lived in Herzogenaurach in the past.**

Any applicants already owning a residential building or a building plot suitable for a residential building in Herzogenaurach cannot purchase another building plot from the Town of Herzogenaurach.

Any applicant owning a freehold apartment within or outside Herzogenaurach, or a house or a building plot suitable for a residential building outside Herzogenaurach, can purchase a building plot from the Town of Herzogenaurach when committing to sell this property within 6 months after readiness for occupancy of the new residential building.

Married couples as well as civil partners are treated as one applicant. In such case the personal data of the spouse or partner having gained the higher total number of assessment points shall be relevant for the application.

## **2. Application process**

The application is filed by means of the relevant application form available at the Real Estate Office (Liegenschaftsamt) as well as on the homepage of the Town of Herzogenaurach ([www.herzogenaurach.de](http://www.herzogenaurach.de)).

The applicant is obliged to fill in this application form carefully, completely and correctly.

The application form can be submitted to the Real Estate Office (Liegenschaftsamt) of the Town of Herzogenaurach, either via E-Mail ([liegenschaftsamt@herzogenaurach.de](mailto:liegenschaftsamt@herzogenaurach.de)), via Mail or personally.

Any missing indications will be to the detriment of the relevant applicant.

Incomplete application forms will not be accepted.

Any applicants having evidently made incorrect indications will be removed from the list of applicants.

Any changes regarding personal data have to be reported immediately to the Real Estate Office of the Town of Herzogenaurach.

The Town of Herzogenaurach may retain, store and process the collected data (see Data Protection Information).

## **3. Removal from the list of applicants**

Applicants will be removed from the list of applicants if

- a, they have evidently made incorrect indications,**
- b, they do not fulfill the requirements for application in accordance with No. 1 any more,**
- c, they purchase a plot within Herzogenaurach on which a residential building may be built.**

## Part B

### Selection of applicants

#### 1. Selection of applicants

The selection of applicants for the allocation of plots is based on the rank order calculated by means of a points system (with a smaller amount of points leading to a lower rank). If two or more applicants achieve the same amount of points, the allocation will be decided by lot.

Points can be achieved for the following criteria:

- **(Main) residence in Herzogenaurach**

One point will be awarded for each full year the applicant has lived or used to live here. The maximum number of points that can be achieved is 10.

- **Place of employment in Herzogenaurach**

One point will be awarded for each continuous full year the applicant has had or used to have his or her place of employment in Herzogenaurach. Prior employment relationships directly followed by the last employment relationship without interruption may also be taken into account if verified by corresponding evidence. The relevant employment relationship has to continue until the time of the allocation of plots. The maximum number of points that can be achieved is 10.

- **Number of children**

3 points will be awarded for each child living in the same household and entitled to maintenance from the applicant or spouse of the applicant or civil partner of the applicant.

- **Care-dependent family members**

3 points will be awarded for each officially care-dependent family member living in the same household.

Severely disabled applicants with a disability level higher than 50% will be awarded 2 points.

- **Bavarian Volunteer Card**

Applicants holding a Bavarian Volunteer Card will be awarded 1 point.

## **2. Notification to applicants**

All applicants selected will receive a corresponding notification from the Real Estate Office (Liegenschaftsamt).

The applicants will be granted a period of at least two weeks but no longer than four weeks for submitting a statement regarding the purchase of the plot.

If an applicant fails to submit a corresponding statement within the given period, such failure will be deemed as rejection. The relevant plot will then be offered to another applicant.