



## PROCEDURES FOR THE PROVISION OF RENTAL SUBSIDIES

### WHAT FINANCIAL SUPPORT WILL I RECEIVE?

After entering into a lease agreement, each household will receive financial support according to the number of family members (see table). Rental subsidies consist of:

- A contribution to start-up of independent living, foreseen to contribute to the payment of the rental guarantee and the first settling-in expenses (e.g. purchase of household equipment, furniture).
- A contribution to the rental costs, paid on a monthly basis to contribute towards the costs of renting a house and the expenses associated to basic utility costs.

The initial disbursement consists of the contribution to start-up of independent living and the first monthly contribution to the rental costs and is disbursed in **two installments** according to the **Table** below, showing the amounts of the contribution to the rental costs.

**IMPORTANT!** As soon as you receive the first installment, you must leave your current accommodation place and move into the apartment you have rented under HELIOS project, **no later than 30 days**.

HOUSEHOLD SIZE	<u>First installment of the initial disbursement</u> (consists of partial amount of Contribution to Start-up of Independent Living)	<u>Second installment of the initial disbursement</u> (consists of remaining amount of Contribution to Start-up of Independent Living plus first month of Contribution to Rental Costs)	<u>Monthly Contribution to Rental Cost</u> provided after the initial disbursement (month 2 and onwards)
	Released upon submission of lease agreement and other documents (see documents of INITIAL DISBURSEMENT)	Released upon confirmation of exit from Reception System and proof of payment of the first rent	Released monthly upon proof of payment of rental costs
1	350 €	350 €	230 €
2	650 €	650 €	420 €
3	775 €	775 €	550 €
4 to 5	900 €	900 €	650 €
6+	1.150 €	1.150 €	800 €

**ATTENTION!** Payments to landlords in cash are NOT accepted for disbursement of rental subsidies!

### FIND US

You can always reach our teams stationed at the HELIOS ILCs from Monday to Friday, between 9:30am – 4:30pm.

A full list of available locations is available at: [www.greece.iom.int](http://www.greece.iom.int) and [facebook.com/heliosintegration](https://facebook.com/heliosintegration).

OR

at the the following WhatsApp numbers from 9am-3pm Monday to Friday; you can also reach the numbers at a different time and leave a message:

WHATSAPP NUMBER	LANGUAGES
+ 30 690 665 6134	Arabic
+ 30 690 695 6107	Kurmanji – Sorani - Turkish English - Greek – French - Ukrainian
+ 30 690 986 8980	Farsi – Pashto-Urdu - Hindi - Punjabi
+ 30 690 665 6125	

### HOW CAN I RECEIVE THE INITIAL DISBURSEMENT?

Which documents should I provide to HELIOS team?

- Copies of all family members' **Identification Documents**
- **TaxisNet** printout of the lease agreement electronically accepted (signed) by all parties
- Proof of your **IBAN** account
- Proof of the **IBAN** account of your landlord

Where should I submit the documentation?

You must submit the documentation **in person** to HELIOS staff either during teams' visits to Open Accommodation Centers or at the Integration Learning Center closest to where you live.

What if I cannot reach the ILCs?

If you reside in a remote area and you have no access to the ILCs, you can send all the required documents via email at [iom\\_helios\\_info@iom.int](mailto:iom_helios_info@iom.int)

### HOW CAN I RECEIVE THE SECOND INSTALLMENT AND THE MONTHLY DISBURSEMENTS?

Which documents should I provide to HELIOS team?

2nd Installment of the 1<sup>st</sup> subsidy:

- ✓ the exit Certificate from your previous Accommodation Scheme
- ✓ a valid bank receipt as a proof of payment of your monthly

Monthly subsidies (after the 2nd Installment of the 1<sup>st</sup> Subsidy and onwards):

- ✓ a valid bank receipt as a proof of payment of your monthly
- ✓ A recent **TaxisNet** printout (up to 30 days) of the lease agreement

Apartment Monitoring Visit: Prior to the release of any rental subsidy payment, an apartment monitoring visit may be scheduled to verify the habitable conditions of the rented apartment and quality criteria set by the project.

Where should I submit the documentation?

You must submit your monthly payment receipts **in person** to the designated HELIOS Staff at the ILC closest to where you have rented your apartment or where you attend your integration courses.

If you cannot visit one of our centers, you can contact us for instructions at the WhatsApp numbers.



# PROCEDURES FOR THE PROVISION OF RENTAL SUBSIDIES

## EXAMPLES OF DOCUMENTS WITH IBAN ACCOUNT AND ACCOUNT HOLDER'S INFORMATION

**ΕΘΝΙΚΗ ΤΡΑΠΕΖΑ**  
**ΤΑΜΙΕΥΤΗΡΙΟ**  
ΑΤΟΜΙΚΟΣ ΛΟΓ/ΣΜΟΣ  
ΑΡΙΘ. ΛΟΓ/ΣΜΟΥ: [redacted] / [redacted]  
/ ΔΙΚΑΙΟΥΧΟΣ  
[redacted]  
\*\*\*\*\*  
ΙΒΑΝ ΛΟΓΑΡΙΑΣΜΟΥ  
GR061234567890\*\*\*\*\*12345  
Α. SWIFT ΤΡΑΠΕΖΑΣ - (BIC) ΕΤΗΝΓΡΑΑ

**ΚΑΤΑΣΤΗΜΑ 030**  
**ΣΥΝΕΤΑΙΡΙΣΤΙΚΗ ΤΡΑΠΕΖΑ ΚΑΡΔΙΤΣΑΣ**  
**ΒΙΒΛΙΑΡΙΟ ΤΑΜΙΕΥΤΗΡΙΟΥ**  
511 ΚΑΤΑΘΕΣΕΙΣ ΤΑΜΙΕΥΤΗΡΙΟΥ Α  
ΑΡΙΘΜΟΣ ΛΟΓΑΡΙΑΣΜΟΥ  
ΝΟΜΙΣΜΑ: EUR  
51.00.00.00.26734  
ΔΙΚΑΙΟΥΧΟΣ  
ΑΡ. ΠΕΛΑΤΗ: [redacted] / [redacted]  
ΗΜΕΡΟΜΗΝΙΑ: 23/05/2013  
ΙΒΑΝ: GR123456789\*\*\*\*\*901234  
**ΣΥΝΕΤΑΙΡΙΣΤΙΚΗ ΤΡΑΠΕΖΑ ΚΑΡΔΙΤΣΑΣ**

## EXAMPLE OF LEASE AGREEMENT (TAXISNET) WITH DATE OF ACCEPTANCE

**ΑΑΔΕ**  
Ανεξάρτητη Αρχή  
Δημοσίων Εσόδων

**ΑΝΤΙΓΡΑΦΟ ΥΠΟΒΛΗΘΕΙΣΑΣ ΔΗΛΩΣΗΣ ΠΛΗΡΟΦΟΡΙΑΚΩΝ ΣΤΟΙΧΕΙΩΝ ΜΙΣΘΩΣΗΣ ΑΚΙΝΗΤΗΣ ΠΕΡΙΟΥΣΙΑΣ (ΗΜΕΡΟΜΗΝΙΑ ΔΗΜΙΟΥΡΓΙΑΣ ΤΟΥ ΑΝΤΙΓΡΑΦΟΥ 24/10/2019)**

ΑΡ. ΔΗΛΩΣΗΣ	123456789	ΗΜ/ΝΙΑ ΥΠΟΒΟΛΗΣ	24/10/2019
ΣΤΟΙΧΕΙΑ ΕΚΜΙΣΘΩΤΗ: Α/Α 1			
Κύριος	[redacted] (ΑΦΜ [redacted]) Δηλούντος: [redacted]	Ποσοστό	100
ΣΤΟΙΧΕΙΑ ΜΙΣΘΩΤΗ: Α/Α 1 ΓΙΑ ΧΡΗΣΗ ΤΟΥ ΟΠΟΙΟΥ ΕΚΔΟΘΗΚΕ ΤΟ ΠΑΡΟΝ			
ΟΝΟΜΑΤΕΠΩΝΥΜΟ/ΕΠΩΝΥΜΙΑ	[redacted] (Α.Φ.Μ.: [redacted])	Ημ/νία Αποδοχής	24/10/2019
ΣΤΟΙΧΕΙΑ ΜΙΣΘΩΣΗΣ			
ΕΙΔΟΣ ΜΙΣΘΩΣΗΣ	Αστική (Κατοικίας)	ΗΜ/ΝΙΑ ΥΠΟΓΡΑΦΗΣ	22/10/2019
ΣΥΝΟΛΙΚΟ ΜΗΝΙΑΙΟ ΜΙΣΘΩΜΑ	300,00 €	ΤΟ ΜΙΣΘΩΜΑ ΠΡΟΣΔΙΟΡΙΖΕΤΑΙ ΣΕ ΕΙΔΟΣ	ΟΧΙ
ΕΠΙΤΡΕΠΕΤΑΙ Η ΕΚΜΙΣΘΩΣΗ ΜΕΣΩ ΗΛΕΚΤ. ΠΛΑΤΦΟΡΜΑΣ ΒΑΣΕΙ ΤΟΥ ΑΡΘΡΟΥ 111, Ν. 4446/2016		ΠΕΡΙΟΔΟΣ ΙΣΧΥΟΣ	24/10/2019 - 31/10/2020

Σελίδα 1.

Start lease date no earlier than 2 months from enrollment and submission date