

Social housing applicant register

www.vivienda.navarra.es



What is the Register?

The Social housing applicant register is the **EXCLUSIVE REGISTER** in which those who wish to be allocated a social home in Navarre need to appear.

The register system assesses applicants and **allocates homes every three months**: 1 March, 1 June, 1 September and 1 December.

When you are registered, **you can apply for all the social homes** for purchase and for rent. It is also very simple to modify your preferences; there's no need to re-register. And all you have to do is update your details if your personal circumstances change.

Who can sign up for the Register?

Personal requirements

Everybody who appears on the register must:

1. Be of legal age.
2. Be registered (empadronado/a) and actually live in a municipality in Navarre.
3. Have a residence permit when required.

Home ownership requirements

Nobody who wishes to sign up for the applicant register or any member of their family unit may:

1. Own or have a real right of use and/or enjoyment of any other residential property or part of any other residential property unless it is considered inadequate according to the relevant requirements.
2. Have transferred the ownership or real right of use and/or enjoyment of any other residential property or part of any other residential property in the last five years, except when said transferral fails to yield revenue of more than €90,000.

Financial capacity requirements

1. Minimum income (according to the corresponding annual income tax return).

VPO - Subsidised housing

To rent: €3,000 euros in the general section of Taxable Income plus exempt income.

To purchase: €12,000 euros in the general section of Taxable Income plus exempt income.

VPT - Appraised-price housing

To purchase: €15,000 euros in the general section of Taxable Income plus exempt income.

Those applying for housing reserved for people with severe disabilities, other people with a recognised degree of disability of 65% or more and victims of gender violence are exempt from providing proof of minimum income.

2. Maximum income

VPO 4.5 times SARA* (purchase and rental).

VPT 6.5 times SARA (purchase only).

* SARA: Indicator of financial sufficiency on account of adequate income

What do I need to do to sign up?

There are two ways to sign up for the social housing applicant register:

Online:

1. Access www.vivienda.navarra.es (also accessible from www.navarra.es) or www.nasuvinsa.es
2. Click on “Censo de solicitantes de vivienda protegida”.
3. Fill out the registration form and establish your preferences with your electronic signature (see the digital certificates accepted in the services available section at www.navarra.es).

In person:

1. You can make an appointment online at www.nasuvinsa.es >> Cita Censo Solicitantes. Or if you prefer, you can make an appointment by phone on 948 012 012 for Pamplona or 848 420 340 for Tudela.
2. Fill in the draft application form in this leaflet (you can also download it from www.vivienda.navarra.es or www.nasuvinsa.es).
3. Present the form at the registration point on the day of your appointment and sign the self-declaration of compliance with the requirements given to you there.

Registration points:

- In Pamplona, at the NASUVINSA offices (Avda. San Jorge 8, ground floor).
- In Tudela, at the NASUVINSA offices (C/ Capuchinos, 6-1º).

When you have signed up, you can modify your preferences whenever you want either online (with electronic ID or Cl@ve system) or in person (by booking an appointment for Pamplona on the phone 948 012 012 or, for Tudela, on the phone 848 420 340).

You must keep your application up-to-date, immediately notifying any change in your circumstances which may affect your score or compliance with the requirements for allocation either in person (making an appointment on the 948 012 012 telephone line) or online.

I've signed up! What do I need to know?

- Your inclusion in the register will **expire in 2 years**. If you modify or update your details in any way during those 2 years, you will automatically be registered for a further 2 years.
- When the Housing Service approves a new set of homes and these are included in the list of properties to be assigned in the next allocation procedure, the details will be published at www.navarra.es >> Vivienda >> Censo de solicitantes... >> Promociones
- The process by which social housing is allocated begins on 1 March, 1 June, 1 September and 1 December every year. These dates mark the start of a period of 16 calendar days in which you can apply for some or all of the groups of homes to be allocated:

If you want to purchase a home, you must choose the group for which you would like to apply.

Applications are made on the Register app: you can choose one or more groups of homes, but bear in mind that no matter whether you apply for one or several groups, you will only be eligible for the allocation of one social home belonging to one of the groups selected.

- The lists of successful applicants in each of the allocation processes will be published on the NASUVINSA notice board and in www.navarra.es >> Vivienda >> Tablón de anuncios
- If you are allocated a home, NASUVINSA or the property developer will contact you for you to present the necessary documentation.
- It is the responsibility of the persons registered to **update their financial details** when the period for voluntarily filing income tax returns comes to an end.



More information at:
www.vivienda.navarra.es
www.nasuvinsa.es

Queries:
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