Apply for housing benefits for a rented property (instructions)

Here you can find instructions in English for how to apply for housing benefits for a rented property.

	Go to www.lifeindenmark.dk/apply-housing-benefits
	Click [Start].
	Please note that the following instructions are for housing benefits for a rented property.
	Log in using your MitID digital signature.
	Do you live in the property? Or are you moving in soon? Are you more than 2 months away from moving in? If so, then you cannot send us your application yet. If you have less than 2 months until you move in Click on [Næste] (Next)
	Get off to a good start **1. It typically takes fifteen minutes** Applying for housing benefits takes about 15 minutes if you have everything ready. If everything is as it should be, it can take up to 7 weeks before you receive a response to your application. **2. Have relevant documents ready** It is a good idea to have relevant documents such as payslips, rental contracts and the like ready. **3. You can save your application** If you are prevented from completing your application, it will automatically be saved as a draft for 14 days. You can always pick up where you left off. click on [Start din ansøgning] (Start your application)

	Tick the box to consent to Udbetaling Danmark continuously collecting information about you for use in your housing benefits case.
	Click on [Indhent oplysninger] (Retrieve information)
	Get help with questions When we ask you questions, sometimes there is a small green circle with a question mark to the right of the question. Clicking on it will bring up a text that can help you with your application. Click on [Ok, fortsæt] (OK, continue)
	Select your new address Enter the postcode and the first letters of the street name you are applying for housing benefits for. Then click on the road name from the list that appears. [POSTNR.] – (POSTCODE.) [BY] - (CITY) [VEJ] – (STREET) [HUSNR.] – (HOUSE NO.) [ETAGE] – (FLOOR) [SIDE/LEJLEDSNR.] – (SIDE/APARTMENT NO.)
	Tick the square box to confirm that the address above is or will be your permanent residence (you live permanently in Denmark at the address and are registered at the address in the CPR registry). Click on [Næste] (Next)

	State whether you are applying for housing benefits for a: ○ [Lejebolig] (Rented home) ○ [Et lejet værelse] (Rented room) ○ [Kollegium] (Dorm/student housing) ○ [Andelsbolig] (Shared ownership property) ○ [Ejerbolig] (A home that you own) ○ [Bofællesskab] (Co-housing) ** If you live in a home reserved for the elderly or another home that has been assigned to you by the municipality, you must select 'Rented home'.*
	Please note that the following instructions are for housing benefits for a rented property. Click on [Næste] (Next)

	Clarification of housing conditions ***Has the municipality assigned your accommodation?*** *You only need to answer 'Yes' if you are a pensioner, use space-demanding assistive devices or receive a subsidy for citizen-controlled personal assistance, BPA.* [Ja] (Yes) [Nej] (No) ***What does it mean to be allocated a property?*** *When the municipality allocates housing to you, it does so by assessing your needs in relation to being allocated a specific type of housing. If the municipality approves you for a certain type of housing, you will be assigned a home by the municipality that you can move into.* ***Citizen-controlled personal assistance*** *Citizen-controlled personal assistance means that you or someone you live with has hired personal helpers and receives a subsidy from the municipality. Citizen-controlled personal assistance is not the same as 'hjemmehjælp' (municipal cleaning assistance), nor do you receive a subsidy for citizen-controlled personal assistance when you live in a nursing home.* ***Space-consuming aids*** *For example, a wheelchair, hoist or similar which is used if you are severely mobility impaired.*

Clarification of housing conditions

Is the property one that is reserved for the elderly or an assisted living home?

- Yes
- No

Housing reserved for the elderly or assisted living homes
If you live in housing reserved for the elderly or an assisted living home that the municipality has assigned to you, you may be able to get more in housing benefits.

Once you have made your selection, you must

Click on [Næste] (Next)

Moving in

Select the date you moved in or plan to move in

Click on [Næste] (Next)

What is the move-in date specified in your rental contract?

Select the date specified in your rental contract.

Click on [Næste] (Next)

Start date of your housing benefits

Here you can see the earliest date for when you can start receiving housing benefits.

If you agree with the housing benefits start date, you must
Click on [Nej] (No) and [Næste] (Next)

If you want a later start date for the housing benefits, you must
Click on [Ja] (Yes) and [Næste] (Next)

If you have not already done so, you must report your move to the national registration office via borger.dk.

Utilisation of the accommodation

Subletting is when you rent a room or part of the property from the person or persons already living in the property.

If you rent the entire property, answer 'No' to the question below.

- [Ja] (Yes)
- [Nej] (No)

What does subletting mean?

	When you sublet, you rent a room or part of the property that you take over the right to use for a period of time in exchange for rent. *To qualify for housing benefits, you must not share a kitchen with the people you are subletting from.* Click on [Næste] (Next)
	Your home The information below is taken from your housing company. **NOTE:** If the information is not correct, contact your housing company If you agree with the information we have retrieved from BBR about the size of your home Click on [Ja] (Yes) and [Næste] (Next)
	What is your rent? Enter your monthly rent without utilities DKK XXXX per month ***What does "rent without utilities" mean?*** *When we talk about rent without utilities, you need to deduct these expenses from the rent:* • *Electricity* • *Heating* • *Water* • *Phone, internet and broadband* • *Prepaid rent* • *Deposits and instalments on deposits* • *Payment for furniture in furnished accommodation* • *Laundry* • *Fees and miscellaneous administration activity expense* • *Property management fee - if it is a sublet owner-occupied apartment and the expense is a communal expense.* **Do you pay for heating on account?** Click on [Ja] (Yes) or Click on [Nej] (No) ***What does "heating on account" mean?*** *Paying your heating on account means that you pay your heating in advance for a later, final settlement that includes the amounts you have paid on account.*

	If you select [No] (Nej), you must answer **Do you pay for heating directly to a heating company?** Click on [Ja] (Yes) or Click on [Nej] (No)
	Add your rental agreement When you apply for housing benefits for a rental property, you must be listed as the tenant in the rental contract. However, this is not necessary if you are a pensioner. You can apply for housing benefits before you get your rental agreement. In order for us to process your application, we need some information from you within 14 days of your application. The information is typically written in your rental agreement. Therefore, we recommend that you submit your rental agreement as soon as possible. **How to proceed:** 1. Click "Tilføj et billede eller dokument herunder" (Add an image or document below) 2. Find and choose to add the document on your computer or device. 3. It is important that we can see all pages of your signed rental agreement from the first page to the signatures on the rental agreement. Appendices are not required. When you have attached your rental agreement, Click on [Næste] (Next)
	Rooms for commercial use *Are some of the rooms in your home used for commercial purposes?* Click on [Ja] (Yes) Click on [Nej] (No) Once you have made your selection, click [Næste] (Next).
	Necessary information about you Choose whether you are: [Ikke pensionist] (Not an old-age pensioner) [Folkepensionist] (Old-age pensioner) [Førtidspensionist før 2003] (On a disability pension, from before 2003) [Førtidspensionist efter 2003] (On a disability pension, from after 2003) [Seniorpensionist] (On a senior pension) [Udenlandsk førtidspensionist] (Receiving a foreign disability pension)

	[Udenlandsk folkepensionist] (Receiving a foreign old-age pension) [Tidlig pensionist – Arne pensionist] (Early retirement pension - 'Arne pension' pensioner)
	I receive a subsidy for citizen-controlled personal assistance, BPA. You only need to answer "Yes" if you are subsidised for BPA. ***What does [Borgerstyret Personlig Assistance] (Citizen-controlled Personal Assistance) mean?*** *Citizen-controlled personal assistance means that you or someone you live with has hired personal helpers and receives a subsidy from the municipality. Citizen-controlled personal assistance is not the same as 'hjemmehjælp' (municipal cleaning assistance), nor do you receive a subsidy for citizen-controlled personal assistance when you live in a nursing home.*
	I am using aids that take up a lot of space. You must answer "No" if you only use a walker. ***What does [aids that take up a lot of space] mean?*** *For example, a wheelchair, hoist or similar which is used if you are severely mobility impaired. In some cases, you can get more in housing benefits if you or someone else in your home uses aids that take up a lot of space. We will assess whether you fulfil the conditions after we have contacted your municipality.* Once you have answered the questions, you need to: Click on [Næste] (Next)
	Your telephone number Please include your phone number so we can contact you if we have any questions about your application. Click on [Nej] (No)
	Who lives in the property? Add the people who live in the property with you and are registered at the address in the CPR registry. If a child lives in the property, you only need to add the child if they are registered at the address in the CPR registry. [Beboere] (Residents) = [Lejere] (Renters) = Once you have filled out the form, you need to: Click on [Næste] (Next)
	If you have added a person over the age of 18, your housemates must sign

	To qualify for housing benefits, your housemates must inform us of their income and sign a declaration of joint and several liability. We will notify your housemates when you submit your application and we will guide them through the process of signing the declaration of joint and several liability. Click on [Næste] (Next)
	You can save your application You can save your application and close the page at any time. To do this, click the "Gem kladde" (Save draft) button in the bar at the top. The draft is saved for 14 days and when you want to continue, simply log in to borger.dk and activate your saved draft. Then you can pick up where you left off. Click on [Ok, fortsæt] (OK, continue)
	Your finances The next steps are about your income, deductions, savings, assets and debts. Remember that you can always save your application as a draft in the right-hand corner and return to it later. **Tip: Have documents ready** You may need • your latest payslip • statement of your SU (student loans) • pension securities • investment overviews • various other financial information **Tip: Use skat.dk** You can log on to skat.dk to double-check your income and other financial information. Click on [Næste] (Next)
	Check your income The figures below are from your preliminary income assessment and tax assessment notice and from the Danish Tax Agency's income register. Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears. Also fill in other relevant fields, which you can see by clicking [Vis tomme felter] (Show empty fields).

	You only need to tick the box if you receive a different amount of DIS income than what appears in the 'Min DIS indkomst' (My DIS income) field above. Once you have filled out the form, you need to: Click on [Næste] (Next)
	Check your deductions The figures below are from your preliminary income assessment and tax assessment notice and from the Danish Tax Agency's income register. Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears. Also fill in other relevant fields, which you can see by clicking [Vis tomme felter] (Show empty fields). **[Indbetaling til privat pension pr. År] (Private pension contributions per year)** Only for fixed-term annuity pension or pension with regular payments. Must be deductible according to the Danish Tax Agency's rules. **[Andre fradrag pr. år] (Other deductions per year)** For example, amounts added to entrepreneur accounts ('iværksætterkonto'), deficits in personal income from previous years, etc. before tax. **[Renteudgifter til kapitalindkomst pr. år] (Interest expense for capital income per year)** For example, interest on consumer loans, mortgages or other kinds of loans.
	Once you have filled out the form, you need to: Click on [Næste] (Next)
	Check your capital and share income The figures below are from your preliminary income assessment and tax assessment notice. Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears. Fill in other relevant fields as well, which you can see by clicking 'Vis tomme felter' (Show empty fields). **Interest income per year** For example, interest income from money in the bank, from bonds and mortgage deeds.

Rental income per year

After tax.

Other capital gains income per year.

For example, gains or losses from bonds.

Income from stocks per year

Before tax.

Share dividends per year

Once you have filled out the form, you need to:

Click on [Næste] (Next)

Check your assets and debts

The figures below are from your preliminary income assessment and tax assessment notice.

Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.

Fill in other relevant fields as well, which you can see by clicking 'Vis tomme felter' (Show empty fields).

Debt on rent allowance loans

Debt on property tax loans

Cash

For example, savings that are not in a bank account.

Private receivables

Including receivables from abroad.

Real estate abroad

Securities

For example, debt instruments in connection with loans given to children.

Value of cars

Market value of ships and other vessels

Equity in companies

Compensation, etc.

Compensation for loss of earning capacity, compensation for permanent injury, etc. or seized assets. Remember to submit documentation by clicking ‘Notify me of changes’ (‘Giv besked om ændringer’) on the front page of ‘My housing benefits’ (‘Min boligstøtte’) after you have submitted your application.

Value of shared ownership property

Other debts

For example, private debt.

Market value for equities

Remaining balances on loans

Once you have filled out the form, you need to:

Click on [Næste] (Next)

Summary

Here we summarise all the information. It is important that you review and make corrections if something is incorrect or fill in information if something is missing.

If everything looks correct, you can submit your application.

To send your application, you need to:

Click on [Submit your application] at the bottom of the page.

Remember to notify us of any changes

This can have an impact on your housing benefits - for example, you may receive more in housing benefits.

More information

You can read more about housing benefits on www.lifeindenmark.dk/housing-benefits