

## Inform Udbetaling Danmark of changes to your housing benefits (instructions)

Here you can find instructions in English for how to inform Udbetaling Danmark about changes to your housing benefits.

	<p>Go to <a href="http://www.lifeindenmark.dk/housing-benefits-change">www.lifeindenmark.dk/housing-benefits-change</a></p>
	<p>Log in using your NemID digital signature.</p>
	<p>Click [Start].</p>
	<p>Click [Giv besked om ændringer] (Notify of changes).</p>
	<p>Select the change you want to send notification of:</p> <p><i>'Boligens beboere' (The residents of the home)</i></p> <ul style="list-style-type: none"> <li>○ 'Person flytter ind' (Someone is moving in)</li> <li>○ 'Person flytter ud' (Someone is moving out)</li> <li>○ 'Dødsfald' (Death)</li> </ul> <p><i>'Indkomst og/eller formue' (Income and/or assets)</i></p> <ul style="list-style-type: none"> <li>○ 'Ændringer i indkomst og/eller formue' (Changes to income and/or assets)</li> </ul> <p><i>'Husleje og boligoplysninger' (Rent and housing information)</i></p> <ul style="list-style-type: none"> <li>○ 'Ændringer i huslejen' (Changes to the rent)</li> <li>○ 'Udlejning af værelser' (Renting out of rooms)</li> </ul> <p><i>'Stop din boligstøtte' (Stop your housing benefits)</i></p>

On the next pages, you can find instructions for the change that you want to send notification of.

**'Person flytter ind' (Someone is moving in)**

	<p>Under 'Hvem er flyttet/flytter ind hos dig?' (Who has moved out/in), you must add the new person or people who are moving in.</p> <p>You must add the people who are not on the list yourself. You can do so by clicking [Tilføj ny person] (Add new person) and stating the person's:</p> <ul style="list-style-type: none"> <li>○ 'Navn' (Name)</li> <li>○ 'CPR-nummer' (Civil registration number)</li> </ul> <p>In addition, you must state whether the person:</p> <ul style="list-style-type: none"> <li>○ 'Bor sammen med mig' (Lives together with me) or</li> <li>○ 'Lejer sig ind på et værelse' (Is renting a room)</li> </ul>
	<p><b>If the person lives together with you, you must state:</b></p> <ul style="list-style-type: none"> <li>○ 'Hvilken dato flytter/flyttede &lt;personens navn&gt; ind?' (What date will/did &lt;the name of the person&gt; move in?) – state the date</li> <li>○ 'Er &lt;personens navn&gt; pensionist?' (Is &lt;the name of the person&gt; an old-age pensioner?) – answer with [Ja] (Yes) or [Nej] (No)</li> <li>○ 'Modtager &lt;personens navn&gt; døgnhjælp?' (Is &lt;the name of the person&gt; receiving 24-hour care?) – answer with [Ja] (Yes) or [Nej] (No)</li> <li>○ 'Bruger &lt;personens navn&gt; pladskrævende hjælpemidler?' (Is &lt;the name of the person&gt; using aids that take up a lot of space?) – answer with [Ja] (Yes) or [Nej] (No)</li> <li>○ 'Har &lt;personens navn&gt; NemID?' (Does &lt;the name of the person&gt; have a NemID?) – answer with [Ja] (Yes) or [Nej] (No)</li> </ul>
	<p><b>If the person is renting a room, you must state:</b></p> <ul style="list-style-type: none"> <li>○ 'Hvornår flytter/flyttede &lt;personens navn&gt; ind?' (What date will/did &lt;the name of the person&gt; move in?) – state the date</li> <li>○ 'Hvor mange værelser lejer du ud i alt?' (How many rooms in total are you renting out?) – Select the number of rooms</li> <li>○ 'Hvad er den samlede lejeindtægt fra dine værelser?' (What is the total income from rent for your rooms?) – Write the amount</li> </ul>
	<p>If you have documentation that you want to attach, you must do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>

	<p>Click [Næste] (Next).</p>
	<p>Under 'Indkomst' (Income), you must click [Næste] (Next), as Udbetaling Danmark will retrieve the information they need themselves.</p>
	<p>Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No).</p> <p>If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between:</p> <ul style="list-style-type: none"> <li>○ [Boligen] (The home)</li> <li>○ [Dokumentation] (Documentation)</li> <li>○ [Formue] (Assets)</li> <li>○ [Indkomst] (Income)</li> <li>○ [Kontaktoplysninger] (Contact information)</li> <li>○ [Personer i boligen](People in the home)</li> <li>○ [Årsag til ændring] (Reason for change)</li> <li>○ [Andet] (Other)</li> </ul> <p>Under 'Skriv din kommentar her' you must write your comment.</p> <p>Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Bekræft og send' (Confirm and send), you can see a summary of the information you have provided.</p>
	<p>Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.</p> <p>You do this by ticking the box at the bottom of the page.</p>
	<p>Click [Send] (Send).</p>

**'Person flytter ud' (Someone is moving out)**

	<p>Under 'Hvem er flyttet/flytter fra din bolig?' (Who has moved out/in of your home), you must add the new person or people who are moving in.</p> <p>If you cannot see your tenants on the list, this may be because the people renting a room are not counted when we calculate your housing benefits. You must go to 'Udlejning af værelser' (Renting of rooms) if the person who is moving out of your home is renting a room from you.</p>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No).</p> <p>If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between:</p> <ul style="list-style-type: none"> <li>○ [Boligen] (The home)</li> <li>○ [Dokumentation] (Documentation)</li> <li>○ [Formue] (Assets)</li> <li>○ [Indkomst] (Income)</li> <li>○ [Kontaktoplysninger] (Contact information)</li> <li>○ [Personer i boligen](People in the home)</li> <li>○ [Årsag til ændring] (Reason for change)</li> <li>○ [Andet] (Other)</li> </ul> <p>Under 'Skriv din kommentar her' you must write your comment.</p> <p>Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>
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	You do this by ticking the box at the bottom of the page.
	Click [Send] (Send).

**'Dødsfald' (Deaths)**

	<p>Under 'Hvem er død?' you must state who has died.</p> <p>Under 'Hvilken dato døde &lt;personens navn&gt;?' (On what date did &lt;name of the person&gt; die), you must state on what date the person died.</p>
	<p>Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No).</p> <p>If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between:</p> <ul style="list-style-type: none"> <li>○ [Boligen] (The home)</li> <li>○ [Dokumentation] (Documentation)</li> <li>○ [Formue] (Assets)</li> <li>○ [Indkomst] (Income)</li> <li>○ [Kontaktoplysninger] (Contact information)</li> <li>○ [Personer i boligen](People in the home)</li> <li>○ [Årsag til ændring] (Reason for change)</li> <li>○ [Andet] (Other)</li> </ul> <p>Under 'Skriv din kommentar her' you must write your comment.</p> <p>Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>
	<p>Click [Næste] (Next).</p>
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	<p>Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case.</p> <p>You do this by ticking the box at the bottom of the page.</p>
	<p>Click [Send] (Send).</p>

**'Ændringer i indkomst og/eller formue' (Changes to income and/or assets)**

	<p>Under 'Indkomst' (Income), you must notify of changes to your income or assets.</p> <p>Under 'Hvornår ændrer indkomsten sig?' you must state when the income changed. State the date.</p> <p>Under 'Hvem ønsker du at ændre indkomsten for?' you must select the person or people you wish to change the income for.</p>
	<p>When you have selected yourself or another person, you must state what you expect the future income will be.</p> <p>You can see the income that you have previously stated. Correct the figures so that they reflect the income you expect to have in the future. You can also choose to retrieve the latest information from the Danish Tax Agency.</p> <p>You do so by clicking [Hent nyeste oplysninger fra Skattestyrelsen] (Retrieve the latest information from the Danish Tax Agency).</p>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No).</p> <p>If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between:</p> <ul style="list-style-type: none"> <li>○ [Boligen] (The home)</li> <li>○ [Dokumentation] (Documentation)</li> <li>○ [Formue] (Assets)</li> <li>○ [Indkomst] (Income)</li> <li>○ [Kontaktoplysninger] (Contact information)</li> <li>○ [Personer i boligen] (People in the home)</li> <li>○ [Årsag til ændring] (Reason for change)</li> <li>○ [Andet] (Other)</li> </ul> <p>Under 'Skriv din kommentar her' you must write your comment.</p> <p>Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>

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**'Ændringer i huslejen' (Changes to the rent)**

	<p>Under 'Den nye husleje' you must state your new rent. You must state:</p> <ul style="list-style-type: none"> <li>○ 'Hvad er din nye månedlige husleje uden forbrug?' (What is your new monthly rent without utilities?)</li> <li>○ 'Fra hvilken dato skal du betale den nye husleje?' (From what date will you be paying the new rent?)</li> <li>○ 'Vedhæft dokumentation' (Attach documentation) - You do so by clicking [Tilføj billede eller dokument] (Add image or document)</li> </ul>
	<p>Click [Næste] (Next).</p>
	<p>Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No).</p> <p>If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between:</p> <ul style="list-style-type: none"> <li>○ [Boligen] (The home)</li> <li>○ [Dokumentation] (Documentation)</li> <li>○ [Formue] (Assets)</li> <li>○ [Indkomst] (Income)</li> <li>○ [Kontaktoplysninger] (Contact information)</li> <li>○ [Personer i boligen] (People in the home)</li> <li>○ [Årsag til ændring] (Reason for change)</li> <li>○ [Andet] (Other)</li> </ul> <p>Under 'Skriv din kommentar her' you must write your comment.</p> <p>Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>
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	<p>Click [Send] (Send).</p>

**'Udlejning af værelser' (Renting out of rooms)**

	<p>Under 'Udlejning af værelser' you must state the rooms that are being rented out. You must state:</p> <ul style="list-style-type: none"> <li>○ 'Fra hvilken dato ændrer antallet af de udlejede værelser sig fra?' (From what date does the number of rooms rented out change?)</li> <li>○ 'Hvor mange værelser lejer du ud i alt?' (How many rooms are you renting out in total?)</li> <li>○ 'Hvad får du i månedlig leje for de værelser, du lejer ud?' (What do you receive in monthly rent income from the rooms you are renting out?)</li> <li>○ 'Vedhæft dokumentation' (Attach documentation) - You do so by clicking [Tilføj billede eller dokument] (Add image or document)</li> </ul>
	<p>Click [Næste] (Next).</p>
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**'Stop boligstøtte' (Stop housing benefits)**

	<p>Under 'Ønsker du at stoppe din boligstøtte, fordi du skal flytte?' you must state the rooms that are being rented out. Choose between [Ja] (Yes) or [Nej] (No).</p> <p><b>If your answer is yes</b>, then under 'Hvilken dato flytter/flyttede du?' you must state what date you are moving/moved. State the date.</p> <p><b>If your answer is no</b>, then under 'Hvilken måned ønsker du at stoppe boligstøtten fra?' you must state the month you want to stop receiving housing benefits from. State the date.</p>
	<p>Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No).</p> <p>If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between:</p> <ul style="list-style-type: none"> <li>○ [Boligen] (The home)</li> <li>○ [Dokumentation] (Documentation)</li> <li>○ [Formue] (Assets)</li> <li>○ [Indkomst] (Income)</li> <li>○ [Kontaktoplysninger] (Contact information)</li> <li>○ [Personer i boligen] (People in the home)</li> <li>○ [Årsag til ændring] (Reason for change)</li> <li>○ [Andet] (Other)</li> </ul> <p>Under 'Skriv din kommentar her' you must write your comment.</p> <p>Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).</p>
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Click [Send] (Send).

### More information

You can read more about housing benefits on [www.lifeindenmark.dk/housing-benefits](http://www.lifeindenmark.dk/housing-benefits).