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





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|  | Go to www.lifeindenmark.dk/apply-housing-benefits |
|  | Click [Start]. |
|  | Please note that the following instructions are for housing benefits for a rented room. |
|  | Log in using your MitID digital signature. |
|  | <p>Do you live in the property? Or are you moving in soon?</p> <p>Are you more than 2 months away from moving in? If so, then you cannot send us your application yet.</p> <p>If you have less than 2 months until you move in</p> <p>Click on [Næste] (Next)</p> |
|  | <p>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.</p> <p>2. Have relevant documents ready It is a good idea to have relevant documents such as payslips, rental contracts and the like ready.</p> <p>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.</p> <p>Click on [Start din ansøgning] (Start your application).</p> |
|  | Tick the box to consent to Udbetaling Danmark continuously collecting information about you for use in your housing benefits case. |





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|  | Click on [Indhent oplysninger] (Retrieve information) |
|  | <p>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.</p> <p>Click on [Ok, forsæt] (Ok, continue)</p> |
|  | <p>Select your new address</p> <p>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.</p> <p>[POSTNR.] – (POSTCODE.)</p> <p>[BY] - (CITY)</p> <p>[VEJ] – (STREET)</p> <p>[HUSNR.] – (HOUSE NO.)</p> <p>[ETAGE] – (FLOOR)</p> <p>[SIDE/LEJLEDSNR.] – (SIDE/APARTMENT NO.)</p> |
|  | <p>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).</p> <p>Click on [Næste] (Next)</p> |
|  | <p>You need to choose your property type</p> <p>[Lejebolig] (Rented home)</p> <p>[Et lejet værelse] (Rented room)</p> <p>[Kollegium] (Dorm/student housing)</p> <p>[Andelsbolig] (Shared ownership property)</p> <p>[Ejerbolig] (A home that you own)</p> <p>[Bofællesskab] (Co-housing)</p> <p><i>* 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 room'.</i></p> <p>Click on [Et lejet værelse] (Rented room)</p> <p>Click on [Næste] (Next)</p> |






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|  | <p>You cannot receive housing benefits if you rent a room. You can apply together with the rest of your household. You are welcome to continue your application, but if you apply for a rented room, you may not be eligible for housing benefits.</p> <p>Click on [Afslut ansøgning] (Finish application) - if you are renting a room. Click on [Fortsæt ansøgning] (Continue application) - if you are renting out a room or you are applying with the rest of your household.</p> |
|  | <p>Moving in</p> <p>Select the date you moved in or plan to move in</p> <p>Click on [Næste] (Next)</p> |
|  | <p>What is the move-in date specified in your rental contract?</p> <p>Select the date specified in your rental contract.</p> <p>Click on [Næste] (Next)</p> |
|  | <p>Start date of your housing benefits</p> <p>Here you can see the earliest date for when you can start receiving housing benefits.</p> <p>If you do not want a later start date for housing benefit, Click on [Nej] (No) and [Næste] (Next)</p> <p>If you have not already done so, you must report your move to the national registration office via borger.dk.</p> |
|  | <p>Utilisation of the accommodation</p> <p>Subletting is when you rent a room or part of the property from the person or persons already living in the property.</p> <p>If you rent the entire property, answer "Nej" (No) to the question below.</p> <p>Are you subletting?</p> <p>Once you have made your selection, click [Næste] (Next).</p> |
|  | <p>Your home</p> <p>The information below is taken from the Building and Housing Register (BBR). You need to check the information and correct it if it doesn't match your rental contract.</p> <p>If you agree, you should: Click on [Næste] (Next)</p> |


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| | <p>If not, Correct the information and, Click on [Næste] (Next)</p> |
|  | <p>What is your rent?</p> <p><i>Enter your monthly rent without utilities</i></p> <p><i>Do you pay for heating on account?</i></p> <p>Click on [Ja] (Yes) Click on [Nej] (No)</p> <p>If you have clicked [Nej] (No), you will need to answer this question:</p> <p><i>Do you pay for heating directly to a heating company?</i></p> <p>Once you have made your selection, click [Næste] (Next).</p> |
|  | <p>Add your rental agreement</p> <p>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.</p> <p>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.</p> |
|  | <p>What you need to do</p> <ol style="list-style-type: none"> 1. Click on "Tilføj et billede eller dokument" (Add an image or document) below 2. Find and choose to add the document on your computer or device. <p>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.</p> |
|  | <ol style="list-style-type: none"> 3. Click on [Næste] (Next) |

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|  | <p>Necessary information about you</p> <p>Choose whether you are:</p> <p>[Ikke pensionist] (Not an old-age pensioner)</p> <p>[Folkepensionist] (Old-age pensioner)</p> <p>[Førtidspensionist før 2003] (On a disability pension, from before 2003)</p> <p>[Førtidspensionist efter 2003] (On a disability pension, from after 2003)</p> <p>[Seniorpensionist] (On a senior pension)</p> <p>[Udenlandsk førtidspensionist] (Receiving a foreign disability pension)</p> <p>[Udenlandsk folkepensionist] (Receiving a foreign old-age pension)</p> <p>[Tidlig pensionist – Arne pensionist] (Early retirement pension - ‘Arne pension’ pensioner)</p> |
|  | <p>Rooms for commercial use</p> <p><i>Are some of the rooms in your home used for commercial purposes?</i></p> <p>Click on [Ja] (Yes)</p> <p>Click on [Nej] (No)</p> <p>Once you have made your selection, click [Næste] (Next).</p> |
|  | <p>I receive a subsidy for citizen-controlled personal assistance, BPA. You only need to answer "Yes" if you are subsidised for BPA.</p> <p><i>What does [Borgerstyret Personlig Assistance] (Citizen-controlled Personal Assistance) mean?</i></p> <p><i>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></p> |
|  | <p>I am using aids that take up a lot of space. You must answer "No" if you only use a walker.</p> <p><i>What does [aids that take up a lot of space] mean?</i></p> <p><i>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.</i></p> |
|  | <p>Once you have answered the questions, you need to:</p> <p>Click on [Næste] (Next)</p> |
|  | <p>Your telephone number</p> <p>Enter your phone number</p> <p>Click on [Næste] (Next)</p> |

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|  | <p>Who lives in the property?</p> <p>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.</p> <p>[Beboere] (Residents) = [Lejere] (Renters) =</p> |
|  | <p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p> |
|  | <p>If you have added a person over the age of 18, your housemates must sign</p> <p>To qualify for housing benefits, your housemates must inform us of their income and sign a declaration of joint and several liability.</p> <p>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.</p> <p>Click on [Næste] (Next)</p> |
|  | <p>Your finances</p> <p>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.</p> <p>Tip: Have documents ready</p> <p>You may need</p> <ul style="list-style-type: none"> • your latest payslip • statement of your SU (student loans) • pension securities • investment overviews • various other financial information <p>Tip: Use skat.dk</p> <p>You can log on to skat.dk to double-check your income and other financial information.</p> |

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|  | <p>Check your income</p> <p>The figures below are from your preliminary income assessment and tax assessment notice and from the Danish Tax Agency's income register.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Also fill in other relevant fields, which you can see by clicking [Vis tomme felter] (Show empty fields).</p> |
|  | <p>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.</p> |
|  | <p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p> |
|  | <p>Check your deductions</p> <p>The figures below are from your preliminary income assessment and tax assessment notice and from the Danish Tax Agency's income register.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Also fill in other relevant fields, which you can see by clicking [Vis tomme felter] (Show empty fields).</p> <p>[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.</p> <p>[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.</p> <p>[Renteudgifter til kapitalindkomst pr. år] (Interest expense for capital income per year) For example, interest on consumer loans, mortgages or other kinds of loans.</p> |

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|  | <p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p> |
|  | <p>Check your capital and share income</p> <p>The figures below are from your preliminary income assessment and tax assessment notice.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Fill in other relevant fields as well, which you can see by clicking 'Vis tomme felter' (Show empty fields).</p> <p>Interest income per year For example, interest income from money in the bank, from bonds and mortgage deeds.</p> <p>Share dividends per year</p> |
|  | <p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p> |
|  | <p>Check your assets and debts</p> <p>The figures below are from your preliminary income assessment and tax assessment notice.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Fill in other relevant fields as well, which you can see by clicking 'Vis tomme felter' (Show empty fields).</p> <p>Deposits in banks, etc. Unused amounts from one-off grants of DKK 1,000 and/or the frozen holiday pay paid out in 2020 and 2021 due to the corona situation should not be included in the assets.</p> <p>Market value for equities</p> <p>Remaining balances on loans</p> |
|  | <p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p> |

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|  | <p>Summary</p> <p>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.</p> <p>If everything looks correct, you can submit your application.</p> <p>To send your application, you need to:</p> <p>Click on [Submit your application] at the bottom of the page.</p> |
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You have now applied for housing benefits for a rented room.

More information

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