

## Application for housing benefits

according to act no. 75/2016.

<input type="checkbox"/> Name of applicant:	ID no.:
E-mail:	Phone:
Bank account: _____ - _____ - _____ Bank Hb. Rn.	I prefer electronic communications: <input type="checkbox"/>

### Information regarding the rental housing

Property registration no:	Address:
Number of rooms:	Postal code:
Size in m <sup>2</sup> :	Rent per month:
<input type="checkbox"/> Temporary rental agreement	<input type="checkbox"/> Unlimited rental agreement
Beginning of rental period:	End of rental period:

### Type of housing:

- Residential housing in the general rental market
- Housing owned by the state or municipality
- Dormitory or student garden
- Halfway house
- Housing Resources under Article 10. of the Act on disabled people

Is there a kitchen or cooking facilities in the housing?  Yes  No

Is there a bathroom and bathing facilities in the housing?  Yes  No

### Applicants Income and assets:

Estimated income per month:

Enter the estimated monthly (gross salary). All taxable income, for example, wages, pensions, annuities, insurance, disability benefits, grants and awards. Also rental income, interest income, dividends and profits from real estate sales or shares.

Net Assets:

Enter the net assets. (Assets minus debt). Assets, for example, can be deposits on bank accounts, cars, campers, motorcycles, real estate and stock.

Is the applicant entitled to interests rebates  Yes  No

### Information regarding the landlord:

Name of the landlord:	ID number:
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Should the housing benefits be paid into the bank account of the landlord?  Yes  No

Fill out the following if the landlord is the recipient of housing benefits payments:

Landlords bank account: Bank: \_\_\_\_\_ Ledger: \_\_\_\_\_ Account: \_\_\_\_\_

**Information to local municipality**

Housing and Construction Authority (HMS) can provide your municipality with information about the preconditions of housing benefit. Information is provided in order to assess the need for further housing support from your municipality. The approval is not a condition for the payment of housing benefit but may be a prerequisite for further housing support from your municipality.

HMS can provide my local municipality with information regarding my right to housing benefits.

By signing this application for housing benefits the applicant permits HMS to gather further information in order to process the application. This includes information from the tax authorities, the National Registry, the Student Loan Fund, local authorities, magistrates, landlord and recognized educational institutions within the general educational system necessary. The same applies to obtaining necessary information from similar sources abroad, when appropriate.

The applicant shall notify HMS without delay regarding matters which may affect his right to housing benefits.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**Household member details:**

Specify all those residing in the rented home. Please include all adults and children.

By signing this application for housing benefits the household member permits HMS to gather further information in order to process the application. Household members aged 18 or older must give consent for information gathering. This can also be done by logging on "my pages" on [www.hms.is](http://www.hms.is).

**Children under the age of 18 are not required to sign or provide an e-mail address.**

ID number:	E-mail:	Signature of household member:

HMS can provide my local municipality with information regarding my right to housing benefits

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HMS can provide my local municipality with information regarding my right to housing benefits

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HMS can provide my local municipality with information regarding my right to housing benefits

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HMS can provide my local municipality with information regarding my right to housing benefits

Date Received:

## Consent for the collection of required data

By signing this form, the applicant/resident gives the Housing and Construction Authority (HMS) permission to collect required data for following Act no. 75/2016 on Housing Benefits, to determine whether the applicant is entitled to housing benefits, calculate and pay out benefits, as well as re-calculating, correcting and reimbursing benefits.

This signed form authorises HMS to collect data from the tax authorities, the National Registry Office, the Icelandic Student Loan Fund, community councils, district magistrates, landlords and official educational institutions within the common education system, in accordance with the Housing Benefits Act. The same goes for comparable institutions abroad, where applicable.

The applicant/resident agrees to having the above data collected, saved and used in relation to decisions on their benefits, as well as for inspection regarding their application.

This signed form authorises HMS at any given time to collect the required data to process the application for housing benefits, as well as the update of all relevant data while this form is valid. It can be revoked at any time and the revocation is effective once HMS has received a formal notification thereto.

HMS's Housing Benefits Department ([hms@hms.is](mailto:hms@hms.is)) is responsible for all processing of said data.

This permit for the collection of personal data is in accordance with the Act on Data Protection and the Processing of Personal Data, with recent changes.

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Place/Date

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Signature

## Information and instruction regarding housing benefits

The applicant is hereby notified that the Housing and Construction Authority (HMS) is responsible for all processing of personal data of the applicant and others whom the application regards. All queries, comments and demands regarding the processing of said data can be directed to the Housing Benefit Department at HMS ([hms@hms.is](mailto:hms@hms.is)). Messages regarding the processing of personal data can also be sent to the Data Protection Officer at HMS, [persona@hms.is](mailto:persona@hms.is).

When processing an application for housing benefits, HMS collects data from the tax authorities, the National Registry Office, the Icelandic Student Loan Fund, community councils, district magistrates, landlords according to items a, b and d, paragraph 12 of Housing Benefits Act no. 75/2016, as well as official educational institutions within the common education system, in accordance with the Housing Benefits Act. The same goes for comparable institutions abroad, where applicable.

The purpose of the intended processing of personal data is to deal with an application, made by the applicant/resident, and other necessary processing according to Housing Benefits Act no. 75/2016. The recipients of the information are employees of HMS who deal with the application and make decisions in relation to it.

The processing of said personal data is in accordance with Act no. 90/2018 on Data Protection and Processing of Personal Data, paragraph 9 (1)(3) and (1)(1) where applicable. If said information is of a delicate nature, the processing is based on paragraph 11 (1)(3) of said law.

The personal data is preserved in accordance with Act no. 77/2014 on the handling of public files, which includes all HMS's documents and files, as the fund is defined as an institution which is legally obliged to deliver documents if need be. You are hereby informed that it is illegal to delete files from the archives of such institutions, except with a warrant from the state archivist, according to paragraph 24 in Act no. 77/2014 on Public Archives.

The applicant/resident has a right to ask HMS to access their personal data, have the information corrected, and delete it as is appropriate, limit their processing regarding themselves and object to their processing. They may also have a right to move their own data.

The collecting of personal data on the basis of an ongoing application is determined by law and is the prerequisite for the rights in question. Lack of data results in an inability to deal with the application.

The applicant and/or resident has the right to formally revoke their permission for the processing of personal data, in as much as their consent is required. Revoking the permission does not affect the legitimacy of the processing up until the revocation.

Processing this application does not entail any automatic decision-making, as described in the Act on Data Protection.

All comments or complaints regarding the processing of personal data in relation to this application can be directed to The Data Protection Authority, Rauðarárstígur 10, 105 Reykjavík.

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Place/Date

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Signature