

**Kronofogden**

The Enforcement Authority

The application should be delivered or sent to  
the Enforcement Authority**Application****Order to pay/ordinary assistance**

Date

**Please see information!**

<b>Applicant</b> ①	Name				
	Pers. id/Org. no.		Tel. no. (daytime)	Postal giro/Bank account no.	
	Full postal address				
<b>Agent</b>	Name				
	Dealing with this matter				
	Full postal address				
	Enf. Auth. agent code	Ref. no.	Tel. no.	Postal giro/Bank account no.	
<b>Defendant</b> (against whom claim is made) ②	Surname, given name/Name of the corporation			Pers. id/Org. no.	
	Full postal address				
	Tel. no. (home)		Tel. no. (work)		
	Special information (alternative addresses, employer etc.)				
	<input type="checkbox"/> Application relates to more than one defendant		Names of other defendants to be shown on appended page		<input type="checkbox"/> Appendices
<b>Claim</b>	Capital sum claimed, SEK		(Amount owed by defendant not including interest and costs)		Accrued interest up to date of application, SEK
<b>Interest alternative 1</b> ③	Interest is claimed on the principal until payment is made at		Date		
<b>Alternative 2</b>	<input type="checkbox"/> Interest Act § 6 as from				
	Interest is claimed on the principal until payment is made at		Date		
	<input type="checkbox"/> % points as from		<input type="checkbox"/> Interest agreed		
Grounds for claim (if interest rate claimed is higher than in Alternative 1)					
<b>Alternative 3</b>	<input type="checkbox"/> No interest claimed				
<b>Details of claim</b> ④	Claim relates to			Due date	
	.....			Due date	
	.....			Due date	
<b>Costs</b> ⑤	Costs claimed in case	SEK	Collection costs claimed		SEK
	Application fee		Payment reminder		
	Own work/agent's fee		Dunning letter under Debt Collection Act, § 5 sent		Date
	Registration certificate		Repayments plan and any agreed costs for advice and bookkeeping		
	Total costs in case		Total collection costs		
<b>Execution</b> ⑥	<input type="checkbox"/> Does not request execution <input type="checkbox"/> Requests execution <input type="checkbox"/> Requests distraint of real property if any Other				

**Signature of applicant or agent** ⑦.....  
(Name in block letters)

If your application also relates to a claim for eviction, ordinary assistance or confirmation of distrainability of real property, the reverse of the form should be completed.



# Information

## ① Applicant - Agent

Fill in the information carefully so that the Enforcement Authority can get in touch with you easily.

## ② Defendants

To enable the case to be dealt with as quickly as possible it is important for the particulars concerning the defendant to be completed accurately. If the defendant resides at an address other than the postal delivery address, the address of residence should also be stated.

If the applicant or the defendant is a legal entity, e.g. a limited company, the name of the company should be stated (see certificate of registration or similar).

If the application relates to more than one defendant and your grounds for applying for payment are the same, put a cross in the box and state the names of the other defendants on the continuation sheet.

## ③ Interest

If you are asking for interest for the time up to and including the date of application, you should calculate and fill in the accrued amount. You should also state the date from which you ask for interest, and in percentage points your interest claim as from that date. If you do not state clearly the date from which you ask for interest, the interest will be calculated only as from the date when the defendant received the application.

## ④ Information concerning claim

State clearly to what the claim refers (e.g. purchase of a car, reg. No. BMG 689 on 19 January 2003) and the date on which it should have been paid. If the claim is based on current written evidence of claim, this should be stated in the application. A copy of the certificate need not be appended until execution is sought.

## ⑤ Compensation for costs of the case and for collection costs

You can always ask for compensation for the application fee.

As applicant you can obtain compensation for your own work or for an agent's fee to the amount of SEK 340 for an application for an order to pay and of SEK 375 for an application for assistance. Under Ordinance 1991:1340 you can obtain higher compensation only if there are special reasons. Compensation for other costs can only be paid in exceptional cases.

Compensation for a payment reminder is obtainable only if this has been agreed not later than the date when the debt arose. Compensation for a dunning letter is obtainable only in those cases when it has been formulated in the manner stated in § 5 of the Debt Collection Act (1974:182).

## ⑥ Execution

To enforce an order to pay, the Enforcement Authority will carry out an investigation. The Enforcement Authority will then look for all distrainable assets of the defendant. House property and other real estate will be distrained only if you have specifically requested this.

The Enforcement Authority makes a basic charge for enforcement. Note that other costs may also arise in connection with the enforcement. Contact the Enforcement Authority if you wish to know the amount of the current charge and how it is payable, or read more on [www.kronofogden.se](http://www.kronofogden.se).

## ⑦ Signature

The application must be signed by the applicant or the agent.

## Application fee

When the application for an order to pay is submitted to the Enforcement Authority an application fee is charged. The application fee is invoiced by the Enforcement Authority unless otherwise decided.

## Where do you present your application?

Where you send in your application depends on where the defendant lives or where the company is domiciled (if the defendant is a legal entity). The application is processed by the Swedish Enforcement Administration, summary procedure, which is located in five regions around the country. You can find out how the responsibility is divided between them at [www.kronofogden.se](http://www.kronofogden.se) or by ringing the customer centre on +46-771-73 73 00.

## ⑧ Application for eviction

You may apply for eviction of a previous owner of a property or tenant-owner, or of a person previously entitled to use property (ordinary tenant). In the case of an application for eviction from a rented flat or non-residential premises the Enforcement Authority is obliged to check that the tenant has been informed of his possibility of regaining (recovering) the tenancy despite the fact that the rent has not been paid on time. When a person has been given notice to quit a residence occupied as tenant-owner the social services department must be notified of the notice to quit.

A certificate showing that the tenant has received such information concerning the right to recover the tenancy should be sent to the Enforcement Authority. If no such certificate has been appended to the application the information is sent out with the order to pay. Evidence that the social services committee has been informed of the notice to quit must be sent with the application. A copy of the registered letter receipt or the acknowledgement of the social services committee on the actual copy of the information is sufficient. A copy of the information to the social service committee should also be sent, as the Enforcement Authority checks certain particulars in it.

You must explain clearly the grounds for your demand for eviction. It must be clear, for example, which rents have not been paid or in which way the tenant has been unruly. It must also be clear from which flat the defendant is to be evicted (state flat number). If you also demand eviction from secondary space belonging to the flat you should also specify the rooms concerned. You should also state the size, number of rooms, and floor area in square metres of the flat.

#### ⑨ **Application for ordinary assistance**

An application for an **ordinary assistance** may relate to the surrender of movable property, performance of duty to deliver, removal of property, performance of employment contract, implementation of prohibition or provision of access to land or premises. An application may be combined with a request for an order to pay if the grounds are the same for both demands.

It is important for the demand to be clear. It can often be considerably more difficult to state a desired action than a capital amount. If you seek recovery of particular property it must be possible to identify the property.

You may also apply for a **special assistance**. The special assistance differs from the order to pay and the ordinary assistance in that the Enforcement Authority examines the claim and may reject the application. The applicant must explain the grounds for his application and make them clear. Written evidence should accompany the application. Written witness's testimony may be produced. For further details of this course of action, see the brochure "Betälningsföreläggande och handräckning" (Order to Pay and Ordinary Assistance).

#### ⑩ **Application for confirmation of distrainability of real property, floating charge, vessels or aircraft**

It is the applicant who states whom he is claiming against. However the Enforcement Authority must check that a pledge has been surrendered for the claim and that the application is against the correct

defendant. It is possible that the owner of the mortgaged property is not personally liable for payment. In such a case a claim may be brought against both the person liable for payment and the owner of the property.

To enable the Enforcement Authority to consider an application for a confirmation of distrainability it is necessary for the applicant to provide a copy of the pledge. The actual deed of mortgage need not be produced other than when the defendant contests the pledge or in the event of a sale.

If the Enforcement Authority or a court decides on a confirmation of distrainability the mortgaged property is regarded as distrained. The applicant must in addition, within two months from the decision becoming final, separately request sale of the property.

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Application documents and appendices must be submitted in duplicate. If the application relates to more than one defendant an additional copy of each document must be submitted for each defendant.

#### **General information**

Information which is gathered in a case will be computerized for further measures and decisions by the Enforcement Authority.

The Enforcement Authority is liable for the personal information processed.

If in your opinion the information is not correct you may contact the Enforcement Authority and ask for a correction. If some information has not been correctly dealt with the State may be held responsible for damages.

Information from a data register may be supplied to anyone, if secrecy rules do not prevent this.

Credit information agencies regularly obtain public information from the Enforcement Authority's data registers.

For further information please contact the Enforcement Authority.