

Applicant ①

Please see information!

Name		Pers. id/Org. no.
Address		Postal giro/Bank account no.
E-mail	Phone/Mobil phone (daytime)	

Representative

Name		Enf. Auth. agent code
Dealing with this matter	E-mail	Ref.no
Address	Phone/Mobil phone (daytime)	Postal giro/Bank account no.

Defendant (against whom claim is made) ②

Name		Pers. id/Org. no.	
Street address/Box address			
Postcode	City	Phone no (home)	Phone no (work)
<input type="checkbox"/> Application relates to more than one defendant		<input type="checkbox"/> Names of other defendants to be shown on appended page	
Special information (alternative addresses, employer, e-mail etc.)			

Information concerning claim ③

Capital sum claimed, SEK	(Amount owed by defendant not including interest and costs)	Accrued interest to date, SEK
Claim relates to		Due date
Compensation for delay between businesses, SEK		Interest on compensation for delay, SEK
		Interest is claimed on compensation for delay pursuant to Interest Act § 6 as from

Interest ④

Alternative 1 Interest is claimed on the principal until payment is made at date

Interest Act § 6 as from

Alternative 2 Interest is claimed on the principal until payment is made at date

% points as from Interest agreed

Alternative 3

No interest claimed

Grounds for claim (if interest rate claimed is higher than in Alternative 1)

Costs ⑤

Costs claimed in case	SEK	Total costs in case
Application fee		
Own work/agent's fee		SEK
Registration certificate	SEK	Total collection costs
Collection costs claimed		
Payment reminder		
Dunning letter under Debt Collection Act, § 5 sent		SEK
Repayments plan and any agreed costs for advice and bookkeeping		

Enforcement ⑥

<input type="checkbox"/> Does not request execution	<input type="checkbox"/> Requests execution	Other
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Signature of applicant or agent ⑦

Signature
Name in block letters



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Eviction ⑧

<input type="checkbox"/> Application also relates to demand for eviction	<input type="checkbox"/> Application relates only to demand for eviction	
Address, no. and size of rented property		
Reason for demand for eviction		
<input type="checkbox"/> Copy of information to social services committee, see appendix	<input type="checkbox"/> Certificate of information to social services committee, see appendix	<input type="checkbox"/> Certificate of service of notice to quit and information concerning right of recovery under Chapter 12, § 44, of Real Property Code, see appendix
Date when performance should have taken place		

Execution of eviction ⑧a

<input type="checkbox"/> Seeks execution of future decision	<input type="checkbox"/> Does not seek execution of future decision
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Ordinary assistance ⑨

<input type="checkbox"/> Application also relates to request for ordinary assistance	<input type="checkbox"/> Application relates only to request for ordinary assistance
Seeks assistance in order to obtain the following property/to cause the defendant to fulfil the following obligation	
Reason for application for assistance	
Date when performance should have taken place	

Performance of ordinary assistance ⑨a

<input type="checkbox"/> Seeks execution of future decision	<input type="checkbox"/> Does not seek execution of future decision on ordinary assistance
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Property foreclosure ⑩

<input type="checkbox"/> Application also relates to request for property foreclosure, company mortgage, vessel or aircraft	
Seeks confirmation that payment is to be made from the following property (evidence of written surrender of pledge must be appended)	
Reason for application for confirmation of distrainability	
Date when performance should have taken place	



Information

① The applicant - Representative

The applicant is the person who directs a claim against the defendant. The claim may be a payment or something else, for example, eviction.

② Defendant

The defendant is the person the claim is directed at. 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 Information concerning claim

State clearly to what the claim refers (e.g. purchase of a car, reg. No. BMG 689 on 19 January 2011) 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.

In certain cases you may be eligible for a compensation for delay if you operate a business and have sold goods or services to another business or government agency. Normally, you cannot demand both compensation for delay and compensation for collection costs. You can claim interest on compensation for delay under certain circumstances. For more information and current amounts, visit www.kronofogden.se.

④ 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.

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 380 for an application for an order to pay and of SEK 420 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. The applicant is the person who directs a claim against the defendant. The claim may be a payment or something else, for example, eviction.

⑥ Enforcement

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. If the investigation finds that the defendant owns real estate (property), we will ask you if you wish to request its distraintment. This may incur additional charges.

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.

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, unit for injunction to pay, which is located in five regions around the country. You can find out how the responsibility is divided between them at www.kronofogden.se or by ringing the customer centre on +46-771-73 73 00.

⑧ Application for eviction

The Enforcement Authority can help applicants who wish to evict a tenant or tenant-owner to obtain the relevant decision.

You must clearly explain the grounds for your demand for eviction. State the rents or charges that have not been paid or how the tenant has been unruly or if there are other grounds for eviction. It must also be clear from which flat or premises the defendant is to be evicted. If you also demand eviction from secondary space belonging to the flat or premises, please specify the rooms concerned.

If applying for eviction due to unpaid rent or charges, the tenant/tenant-owner involved must be informed of their opportunities to regain their tenancy or their right to remain in the tenant-owner flat.

Remember to immediately withdraw your application to the Enforcement Authority if the defendant pays the debt to you. You withdraw your application by writing to the Enforcement Authority. Do not forget to specify the defendant's civic registration number and your name. If the defendant pays a part of the amount you must also inform the Enforcement Authority.

Information

The Enforcement Authority is obligated to ensure that the tenant/tenant owner concerned has been fully informed concerning these circumstances. Consequently a certificate showing that the tenant/tenant-owner has received such information concerning the right to recover the tenancy must be submitted to the Enforcement Authority. If not this information will be sent out with the order to pay.

8a Execution of eviction

Make an active choice as to whether you wish to request execution of the future decision. If you tick neither box the Enforcement Authority will assume that the execution is to be carried out which will mean the payment of a charge. If it is preferable to wait, select the non-execution choice in connection with the application. It is then possible to make a separate application for execution after the decision has been received.

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).

9a Execution of ordinary assistance

Make an active choice as to whether you wish to request execution of the future decision. If you tick neither box the Enforcement Authority will assume that the execution is to be carried out which will mean the payment of a charge. If it is preferable to wait, select the non-execution choice in connection with the application. It is then possible to make a separate application for execution after the decision has been received.

10 Application for Property foreclosure, real property, company mortgage, 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.

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.

Is your personal information protected?

If your personal information is protected, you must always notify the Enforcement Authority of this. Before you send in an application or submit information, you are welcome to contact us to find out which information is necessary to submit your case, and which information is not necessary. Keep in mind also that sensitive information may be found on other documents you send to us.

For more information, visit www.kronofogden.se.