

MOVES consulting - We love to relocate Expats!  
100 % know how for a 100% smooth landing

### Living and working in Austria

- Austria – Geography, Population, Economy, Climate
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- Immigration - The RED-WHITE-RED Card
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An international assignment is an intensive logistic challenge for both the employer and the expatriate.

**MOVES consulting** Global Relocation Service is at your side to ease your international relocation and to make sure that you have a smooth and soft landing into your new destination. Our local consultants are always up to date with the local immigration laws and the local administrative structure. They will accompany you through the whole process, finding schools and your family residential so that you and your family will settle in well.

We will support you with:

- Application for residence and work permit = Red-White-Red Card or Blue Card EU
- Finding your perfect home
- Public authorities
- Finding the right School or kindergarten
- Registration with the utilities, TV / internet / phone etc.
- Logistics of the household

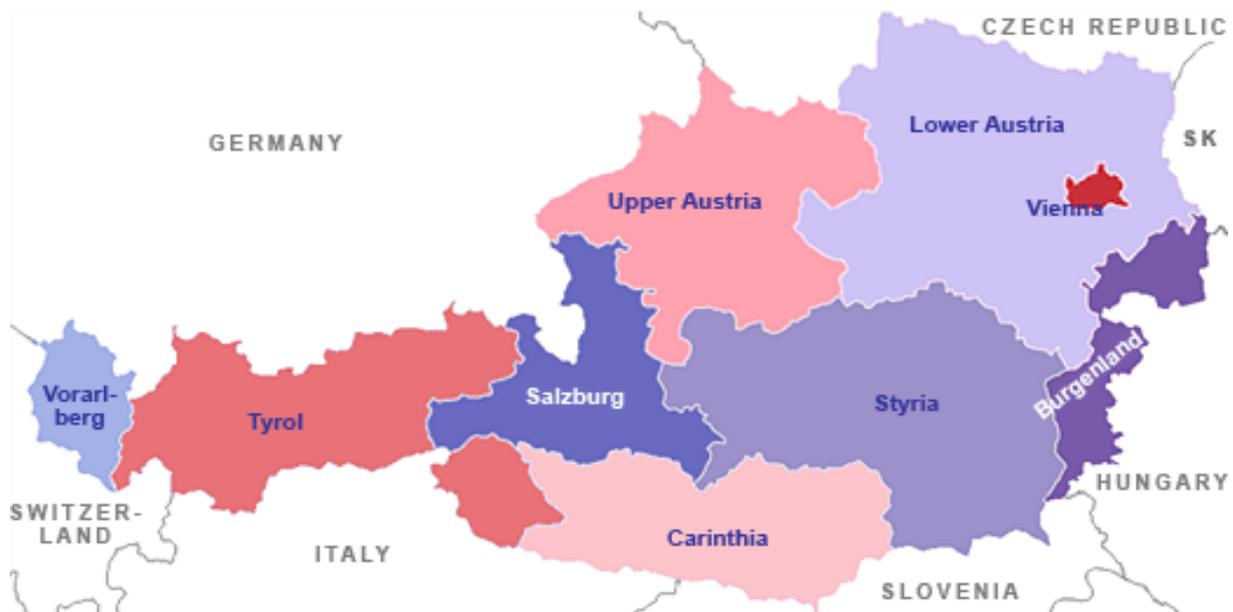
Our unique modular system offers all the products you need at a fixed price. No hidden charges, no additional fees!

Yours sincerely



and her team

## Austria – geography and population



Austria covers an area of 83,878 square kilometres with a population of 8,443,018 residents (as of 1 January 2012), including 970,541 foreign citizens (11.5% of total population). In 2011, an average of 1,569 million people with migration background lived in Austria that is 18.9% of the entire population.

Vienna is Austria's most densely populated province with 4,175 residents per square kilometre; the Tyrol is the least densely populated province with 57 inhabitants per square kilometre. In 2010, the average life expectancy was 80 years.

Austria is bordered by Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

**Austria is a federal state comprised of nine provinces; each with its own capital:**

| Province      | Population | Provincial Capital | Population |
|---------------|------------|--------------------|------------|
| Burgenland    | 286,215    | Eisenstadt         | 13,165     |
| Carinthia     | 557,773    | Klagenfurt         | 94,796     |
| Lower Austria | 1,617,455  | St. Pölten         | 52,048     |
| Upper Austria | 1,416,772  | Linz               | 191,107    |
| Salzburg      | 534,122    | Salzburg           | 148,521    |
| Styria        | 1,213,255  | Graz               | 265,318    |
| Tyrol         | 714,449    | Innsbruck          | 121,329    |
| Vorarlberg    | 371,741    | Bregenz            | 28,007     |
| Vienna        | 1,731,236  | Vienna             | 1,731,236  |

### **Economy**

The Austrian economy grew by 2.7% in 2011. GDP at current prices amounted to approximately € 301 bn (+5.0% in real terms) in 2011 and GDP per inhabitant equalled € 35,710. Austria is in the upper sector not only within the EU but world-wide (source: Statistik Austria).

The Austrian economic structure is mainly dominated by small and medium sized enterprises. The most important industrial sectors are:

- Food industries
- Machine and steel industry
- Chemical and vehicle industry
- Electric and electronic industry
- Wood and paper industry

### **Climate**

Austria has a typical central European transitional climate, i.e. warm summers, cold winters and adequate precipitation.

Additionally, there are two distinct climatic regions in Austria:

- The east shows a Pannonian climate (warm to hot summers, relatively low precipitation and cold winters).
- The central Alpine region has the characteristic features of the Alpine climate (more precipitation in summer compared to the east and long winters with heavy snowfall).

## Cultural Dimension Austria



Feeling welcomed from your colleagues and neighbours very much depends on how you address your words and behaviour to them. As in all societies in the world also Austrians have their rules and rites to be able to live and work with each other.

Here are some do's and don't's that will smoothen your first time in Austria:

Austria as a part of the central European culture is one of the most liveable and safest countries in the world.

During your first time in this country you will meet lots of kind people who want to know everything about you and your home country and culture. This is phase 1. of the culture shock dimensions called honeymoon phase. (Phase 2. crisis, phase 3. negotiation, phase . adjustment)

Your colleagues and neighbours will be curious and want to know everything about you and your home country. But beware! As in all cultures, people accept your different behaviour only a little time and after a certain period (3-5 months) they expect you to adopt your behaviour to their own. They expect that you meanwhile watched and listened and learned from them how this society is built.

Now phase 2 of your cultural integration starts: Crisis! Some irritations will happen. To keep these irritations as small and rare as possible we collected some hints for you:

### *Near- Distance:*

In Austria people take care of a minimum distance between two persons of 50cm= ca. 20 inch.

Please, do not step further otherwise your opposite may feel harassed. Except - you are in love with somebody. Please do not touch your opposite. People consider this as an attack and will refuse this harshly.

### *Give a feedback or complain about situation:*

The austrian culture explains their people as distanced and individualistic. But you learn from history that Austrians also are the world's best diplomats. This you will experience if you put a question or request an information your opposite is not able to answer or to give: You'll never be able to hear the „no“ from him/her. With a highly sophisticated ability they answer without blaming themselves our you. But there will be no „no“ 😊.

Austrians feel very uncomfortable when being confronted in a discussion directly.

Please, use the grammar form „subjunctive“ if it comes to the situation that you have to criticize or complain about something. And address your critics and complaint indirect.

Then u quickly will recognize that your opposite cooperates smart and friendly and you'll find a mutual solution.

There is another specialty in Austria: Austrians are very politely and cooperative in their behaviour: to live and let live is the motto.

What they do not at all accept is a dominating or forcing behaviour. Even loud speaking or noisyness is considered to be aggressive.

*Austrians like hierarchy and titles:*

Austrian mentality is very sensitive and to point out who a person is from the point of view of a Position, title respect. They intensively use classic titles like „Herr Magister, Frau Doktor or Herr Rat“. In the german language there is difference between „Du“ and „Sie“. „Du“ is only used for private relationships or colleagues who work close together. Please do not call your opposite „Du“ until they invite you to do.

Even pupils in the school very often call their teacher „professor“ instead of their names.

In some countries you expect a very high level service character as for example in the US or Australia etc. and people offer their support volunteer to smoothen your start in their country. It is a very social character. This won't happen that way in Austria. People here wait until they are asked to help. And they only do what you ask them for.

#### PLEASE NOTE:

***Ask your relocation agent for information about hobbies you love to do or interests you have und where you can practice them. He/She will introduce you to new people from this social environment as well as clubs and meeting points where you can make new friends!***

## The RED-WHITE-RED Card - Criteria-based Immigration to Austria



Austria has introduced a flexible new immigration scheme: the Red-White-Red Card. It aims to facilitate the immigration of qualified third-country workers and their families with a view to permanent settlement in Austria, based on personal and labour-market related criteria.

The related set of rules entered into force on 1<sup>st</sup> July 2011.

### Red-White-Red Card

The Red-White-Red Card is issued for a period of twelve months and entitles the holder to fixed-term settlement and employment by a specified employer.

The following persons are eligible for a Red-White-Red Card:

- very highly qualified workers
- skilled workers in shortage occupations
- other key workers
- graduates of Austrian universities and colleges of higher education
- self-employed key workers

### Red-White-Red Card plus

This card entitles the holder to fixed-term settlement and unlimited labour market access.

The following persons are eligible for a Red-White-Red Card plus:

- holders of a Red-White-Red Card if they were employed in accordance with the requirements decisive for admission for a minimum of ten months within the preceding twelve months
- family members of Red-White-Red Card holders and holders of EU Blue Cards
- family members of foreign citizens permanently settled in Austria

Family members are defined as:

- spouses
- registered partners
- minor children, including adopted children and stepchildren (up to the age of 18).

At the time of filing the application, spouses and registered partners must be at least 21 years of age.

## POINTS Calculator (related to the RED-WHITE-RED Card)

| <b>Eligibility criteria for skilled workers</b>  | <b>Points</b>                          |
|--|--|
| <b>Qualification</b>   | <b>Maximum of allowable points: 30</b> |
| Completed vocational education/training in the shortage occupation                                       | 20                                     |
| General eligibility for admission to a university  | 25                                     |
| Completion of a programme with a minimum duration of three years at an institution of tertiary education | 30                                     |
| <b>Work experience according to qualification</b>  | <b>Maximum of allowable points: 10</b> |
| Work experience (per year)   | 2                                      |
| Work experience in Austria (per year)  | 4                                      |
| <b>Language skills</b>   | <b>Maximum of allowable points: 15</b> |
| German: elementary use of the language on a basic level (A1 level), or                                   | 10                                     |
| English: independent use of the language (B1 level)  | 10                                     |
| German: intensified elementary use of the language (A2 level), or  | 15                                     |
| English: intensified independent use of the language (B2 level)  | 15                                     |
| <b>Age</b>   | <b>Maximum of allowable points: 20</b> |
| Up to 30 years of age  | 20                                     |
| Up to 40 years of age  | 15                                     |
| <b>Sum total of maximum allowable points:</b>  | <b>75</b>                              |
| <b>Required minimum:</b>   | <b>50</b>                              |

**PLEASE NOTE:**

***Please ask your relocation manager for additional information about different types of skilled worker applications.***

## Working in Austria



In Austria, anyone can take a job from age 15 on, respectively after later completion of compulsory school. Before completion of compulsory school, young people from age 15 on may be employed in certain cases such as an apprenticeship or practical training. Children and young people up to age 18 are covered by child and youth employment legislation.

Part-time working is widespread in trade. Seasonal work is common in tourism and the hotel and catering trade in cities and tourist areas as well as agriculture and forestry. In the building trade, fixed-term employment contracts are also possible. Freelance service and work contracts are replacing conventional employment contracts in all fields of employment.

The type of employment stipulated in the employment contract does not necessarily correspond to the real-life situation: e.g. a contract may state a freelance services contract, although the occupation is carried-out in personal dependence, meaning the employed person is bound by instruction, directions regarding working hours, place of work, etc. In this case the contract is in fact a regular employment contract and the respective rules apply.

### Full and Part-time work

The conventional contract of employment in a permanent employment relationship with all its rights (leave entitlement, protection against dismissal, social insurance, etc.) and obligations continues to be the most common form.

Part-time employees are subject to the same labour legislation rules as full-time employees and have (except cases of marginal employment) the same insurance protection (sickness, accident, unemployment and pension insurance).

The same applies to fixed-term employment contracts, although there are no periods of notice since the employment relationship ceases at the end of the contract.

### Independent contractors

Independent (freelance) contractors (e.g. language instructors) enjoy limited protection under labour legislation, but almost full social insurance. Since 1<sup>st</sup> January 2008, they have also been subject to unemployment insurance. They pay Chamber of Labour fees (compulsory membership of the Austrian Chamber of Labour) and are covered by the employees' provident fund (Mitarbeitervorsorge).

### PLEASE NOTE:

***In the absence of a specific agreement between client and freelance contractor, freelance workers have no claim to statutory benefits such as periods of notice, holiday pay, etc.***

### **Minimally employed**

Minimally employed workers (geringfügig Beschäftigte) (monthly income not exceeding € 386.80 in 2012) are covered by accident insurance. The employer must register this part-time employment with the health insurance provider. Voluntary health and pension insurance is available, to be paid for by the minimally employed worker. Under labour legislation (protection against dismissal, severance pay, etc.) minimally employed workers are treated equally as employees in employment for which the remuneration exceeds the marginal employment limit. There is only one exception regarding the shorter notice period, if the weekly working hours of a minimally employed person are less than one-fifth of the legal (or collective treaty) regular working hours (e.g. less than eight hours, if the regular working hours are 40). Such contracts are getting increasingly popular in some sectors (e.g. trade).

### **New self-employed workers**

The category 'new self-employed workers' comprises all commercial activities for which a trade licence (Gewerbeschein) is not required (e.g. writers, consultants, translators, lecturers, psychotherapists). The new self-employed have to report their activity to the Social Insurance Institution for Trade and Industry. They are covered by sickness, pension and accident insurance. Since 1<sup>st</sup> January 2009, self-employed persons have been able to insure themselves against the risk of unemployment under an 'opt-in' model.

### **Apprenticeship**

Apprentices (trainees) in all sectors must conclude their contracts of apprenticeship in writing for under-age apprentices, their legal representatives have to agree as well. Apprentices enjoy full insurance protection (sickness, accident, unemployment and pension insurance) and have special protection against dismissal.

### **Seasonal workers**

Seasonal workers in the hotel and catering trade are subject to special collective treaty provisions regarding their working time; there is full social insurance protection.

### **Agency workers**

Agency workers enjoy full insurance protection, but are to some extent covered by statutory provisions specific to them (e.g. short-term dismissal protection).

### **Voluntary workers**

Voluntary workers have trainee status. They are under no obligation to perform work and have no claim to remuneration.

#### **PLEASE NOTE:**

***EU/EEA and Swiss citizens basically enjoy the same rights as Austrians, except where legislation governing the employment of foreign nationals provides otherwise.***

## Educational systems



### Children from age 0 to 6

Very young and pre-school children are taken care of in nurseries (Kinderkrippen) (for babies and very young children), in kindergartens (from age three to six) and pre-school classes (from age five). Very young children (on average from age two) are also looked after in very small groups by day parents (Tagesmütter), especially in small towns and rural areas.

### Schooling

Schooling is compulsory for nine years in Austria (from age six to 15, first to ninth grade).

The first four years of compulsory education are completed in primary schools (Volksschule or Grundschule); from age ten children can attend either a junior high school or secondary school (Hauptschule or Kooperative Mittelschule), or in certain provinces, e.g. Vienna, a 'new middle school' (Neue Mittelschule) (educational experiment) or the lower grades of a higher general secondary school (allgemeinbildende höhere Schule (AHS) also called Gymnasium). All school types comprise four educational levels.

The ninth school year (age 14-15) can be completed at a polytechnical school (Polytechnische Schule) (a school emphasising vocational orientation and preparation for an apprenticeship) or in other types of school.

### Special education

There are also special schools for disabled children or children with special educational needs (e.g. severe learning difficulties, etc.) for the first eight to nine years of their school education (e.g. special needs schools (Sonderschule) and special pedagogical centres (Sonderpädagogisches Zentrum). In many cases, however, these children are also educated alongside others in standard schools in 'integration classes'.

### Other types of school

Intermediate vocational schools (from age 14, 9th-11th or 12th school grades) conclude with a technical examination; higher vocational schools (from age 14, 9th-13th school grade) conclude with a technical examination and the general school-leaving examination (Matura).

On leaving vocational schools, pupils may have qualified for one or more professions or occupations.

The higher general secondary school and grammar school (from age 14, 9th-12th school grades) also conclude with the general school-leaving examination (Matura).

### Apprenticeship

Training for around 250 professions can be obtained in basic vocational training (apprenticeship) from age 15. Most apprenticeship training courses last between three and four years. The occupation is learned on the job and at the vocational school simultaneously.

After the apprenticeship period, the young person (apprentice) passes a final apprenticeship examination and becomes a skilled technician or craftsman (Geselle/Gesellin).

### **University, College**

The Matura (school-leaving examination) is the prerequisite for higher education (university, academy, technical university, college).

Qualified school-leavers from intermediate vocational schools or qualified apprentices can prepare for university entrance by way of the vocational qualifying examination (Berufsreifeprüfung or Berufsmatura).

Qualified school-leavers from junior secondary schools (Hauptschule) or pupils who have dropped out can do so by way of the study entitlement examination (Studienberechtigungsprüfung).

In Austria there is a variety of course options in technical studies, humanities, arts and other fields of study. Technical universities offer practical training, facilitating direct access to a profession. Higher education colleges (pädagogische Hochschule) offer training for teachers at primary schools, secondary schools, special schools and polytechnic schools.

### **Adult education**

In Austria there are also general and vocational colleges and technical universities and university courses for working people which are offered as evening classes.

### **Private schools**

Private schools in Austria account for about 8% of the total number. Most publicly authorised private schools are denominational schools; in addition there are some schools which teach according to a particular system. Private schools are fee-paying establishments. There are no fees to be paid for state schools. The quality of State schools is very high in comparison to other education systems in Europe.

### **Day care for young children**

For the care of young children (aged six months to six years), there are dayparents (Tagesmütter) and nurseries (Kinderkrippen). In most of the municipalities there are kindergardens (three to six years).

## Schools

**In most of the municipalities there are primary schools (Volksschule or Grundschule).**

In rural areas there is usually a junior secondary school (Hauptschule) or cooperative intermediary school (Kooperative Mittelschule) (secondary level 1) in larger municipalities.

If you live in a rural area and opt for a higher general secondary school, for example a grammar school (Gymnasium) (secondary level 1 and 2), or a vocational school, for example a commercial school (Handelschule) (secondary level 2), you can sometimes expect fairly long travel times. In cities there is an extensive network of schools, in provincial capitals and in Vienna there are academies, higher technical colleges and universities.

Many schools have a website where you can find basic information on the aims of the school, its educational philosophy, curricula, enrolment procedures, etc.

### PLEASE NOTE:

***You can obtain information on schools, local dayparents, nurseries and kindergartens from your relocation agent! He/she will support you in finding the proper place for your kids.***



## Health insurance

In Austria each employee pays a certain part of his salary to the public health insurance system. This is deducted from his salary by his HR accountant before it is paid to him. The amount of it is roundabout 20 % of his gross salary. This amount covers health insurance, unemployment insurance as well as pension insurance.

Compulsory health insurance applies to

- almost all those in paid employment (see also section on [kinds of employment](#))
- most self-employed persons
- persons claiming unemployment benefits
- pensioners
- dependants of all these groups

Anyone can seek voluntary cover for health and pension insurance.

Patients themselves must pay for a few services (e.g. treatment by private doctors, in private hospitals, orthodontic treatments, dental bridges, etc.). However, part of the costs will be reimbursed by their health insurance fund (Krankenkasse).

In the event of hospitalisation, a certain sum is payable by the patient for each day spent in hospital. In 2013 this is 10 EUR/day

## Insurance of dependants

In Austria, both insured persons and their dependants are entitled to benefits. These are:

- spouses, registered partners and – under certain circumstances – life companions
- children up to age of 18
- children up to age of 21 if not in employment
- children up to age of 26 if following a course of study

Children can be included in the insurance free of charge. This also applies to spouses, registered partners and life companions in families with children.

### PLEASE NOTE:

***Special provisions apply to childless spouses; inclusion in the insurance is subject to a charge.***

## Benefits

The insured and his/her dependants are entitled to receive medical care from a general practitioner, specialist or dentist who has a contract with the health insurance fund. A list of such doctors is available from the health insurance fund. Medicines are prescribed by the practitioner and dispensed at pharmacies. One has to pay a prescription charge of € 5.30 (2013) per item. One can claim exemption if one's income falls below a certain minimum amount.

There is an annual charge of € 10.30 for the E-card (social insurance card) (exceptions apply).

## Continued remuneration

If an employee is unable to work owing to an illness that is not the result of his/her own negligence, the employer will normally continue to pay his/her wages/salary for up to twelve weeks.

After that, sickness benefit will be paid by the health insurance fund until the incapacity for work has been certified as ended. Sickness benefit does not correspond to the amount of the wage/salary.

Persons requiring long-term care as a result of illness or disability are eligible for a care allowance. Applications for care allowance must be made to the relevant health insurance fund. Depending on the need for care, a distinction is drawn between seven different levels of care.

### PLEASE NOTE:

***If you intend to move to Vienna: On the website [www.praxisplan.at](http://www.praxisplan.at) you may find a list of doctors in Vienna. Chose your language and you'll find various kinds of doctors offering their services in your mother tongue.***

## HOUSING



10 facts you should know about renting a house or an apartment in Austria

Renting a house or an apartment can be a complicated and expensive experience – laws and customs are different and vary widely between countries, sometimes even inside the same country. It goes without saying that your relocation agents will go this road with you, acting in your best interest and minimizing your risk. Trust them – they are your only friends in this matter. Still, we would like to give you some hints of what you have to expect when you are on the quest for your new home in Austria

### ... “Mietvertrag” (rental contract)

When you rent a house or a flat you will of course agree upon a contract with your landlord. Rental contracts/tenancy agreements are standardized, the form of the “Österr. Haus- und Grundbesitzerbund” (Association of House Owners) is used frequently. The form will be filled with your and the landlord’s personal data, details about the flat (e.g. number of rooms, which keys are handed over, meter readings for electricity, water and gas, etc.) as well as a general description of the property’s condition. Don’t be surprised if someone even takes some pictures of the apartment before the keys are handed over to you. The contract states the monthly rent as well as the “Nebenkosten” (see below). It also includes the “Hausordnung” (see below) and the terms for the termination of the contract (“Vertragskündigung”, see below). Though periods of notice are stipulated by Federal Law, they are also mentioned in the rental contract. The tenancy can be agreed for an indefinite period or a fixed term, in case this isn’t mentioned in the contract, the contract is automatically valid for an indefinite duration. Make sure that you understand the essentials of the contract, your relocation agent will be happy to sum up the important clauses for you.

### ... “Kaution” (rent deposit)

Landlords in Austria require a rent deposit which usually amounts to 2 or 3 even up to 6 “cold”(=net) rents (“Kaltmieten”). Sometimes landlords accept a cash guarantee in form of a savings account but a bank guarantee in the landlord’s favour is widely accepted, too. The deposit will be paid back to you incl. interests after you move out. The regulations about a rent deposit are part of your rental contract. Your relocation agent will assist you arranging the details with the landlord in your best interest.

### ... “Maklergebühren” (brokerage fee/commission)

According to Austrian law, brokerage fees for rental contracts are limited to a maximum of 2 cold rents plus VAT (20%). Please show the real estate agent’s invoice to your relocation agent before you make any payments.

### ... **“Hausordnung”** (house rules)

The house rules are part of the rental contract. They stipulate some rules for the day-to-day cohabitation of the tenants as far as e.g. noise, safety, cleanliness, ventilation, parking or pets are concerned. By signing the contract you automatically accept these rules – make sure that you understand them completely and have them translated if necessary. Your relocation agent will explain them to you and provide a translation if you wish.

### ... **„Nebenkosten“** (incidental expenses/utilities)

In Austria the contract between landlord and tenant specifies what is included in the rent. In general all tenants have to pay 10 % VAT on their rent. This is included in the price at what you get the apartment offered. Also waste disposal and the cleaning of the public parts of your house are included in the rent. As well as warm and cold water and house insurance is included usually – but no household insurance. The household insurance is the tenant’s duty to buy it. The costs for electricity and gas are not part of these agreements and the tenants must conclude a delivery contract with the suppliers separately. Please speak about the details with your relocation agent, especially when it comes to a contract with the supplier of electricity or gas.

### ... **“Haustierhaltung”** (keeping a pet)

First and foremost it depends on the tenancy agreement whether you are allowed or not to keep a pet in your new apartment. If the contract explicitly allows keeping pets, there won’t be any problems unless your “cute” animal turns out to be a King Cobra or an attack dog whose removal the landlord even must require. If – on the other hand – the rental contract specifically prohibits keeping pets, this clause is irrelevant because small animals as birds, fish or hamsters are allowed to be kept in any case, no matter what the contract states. A contract clause, according to which the keeping of a pet dog is forbidden, is valid and the landlord is entitled to require the removal of the dog if violated. If the contract stipulates nothing about pet keeping or if the clause is invalid, e.g. the tenant of a detached house is allowed to keep a dog. But if you live in a multiple dwelling, you should ask your landlord for permission to be on the safe side. If nothing is stipulated in the rental contract or house rules, you are allowed to keep a cat or other smaller animals in any case. Of course your relocation agent will assist you in making the necessary agreements.

### ... **“Vertragskündigung”** (ending the agreement)

The normal notice period is one months for both the tenant and landlord. The notice period for both parties extends by a continuous occupation of the property. A shorter notice period for the tenant only can be agreed when the lease is signed. Tenants may also give shorter notice periods if the landlord announces a rent increase or makes a refurbishment plan for the property that will lead to higher rent payments. The landlord is entitled to end a rental contract only under the following circumstances:

Without notice:

- If the property is used consistently for non-agreed purposes
- If the rent is unpaid for at least two months
- If the tenant is consistently noisy and disturbs the neighbours ("disturbance of the calm of the house" Störung des Hausfriedens" (see also "Hausordnung").

With notice:

- If the tenant has broken the conditions of the lease on a number of occasions
- If the property is to be used by the landlord or a relative ("Eigenbedarf")
- If the landlord intends to modify the property in a major way and a continuation of the rental lease would considerably hinder these plans
- If the fact that the property is occupied will cause the landlord to suffer economically in the case of the sale of the property. The landlord must prove that they are in need of the money from the property sale

It is common practice for landlords to ask their tenants to redecorate the property when moving out. This involves painting the walls white and leaving it in the same condition as it was received.

... **"Mieterschutz"** (tenants' associations)

In Austria, the relations between tenant and landlord are subject to a special Federal law ("Mieterschutzgesetz"). There are tenants' associations (Mieterverbände) throughout Austria who act in tenant's the best interests, offering legal advice to their members in the event of disputes between tenants and landlords. The Austrian National Tenants' Association (Österreichischer Mieterbund) can provide information on tenancy agreements and tenants' rights. In case of need, your relocation agent will help you to get in contact and act as an intermediary.

... **„Mülltrennung“** (waste separation)

In Austria you are expected to separate your waste and dispose of it in separate bins which are differently colored (brown: organic waste, yellow: recyclable waste, green: paper waste, grey: residual waste). Glass bottles are collected in special bins ("Altglascontainer") which can be found nearly everywhere in your neighborhood. You can dispose of dangerous waste (e.g. chemicals, electronics and the like) in your local recycling center ("Wertstoffhof"). Your relocation agent will show you all the facilities and explain the details.

... **„GIS“** (TV licensing/TV levy)

Though it may seem to be another strange concept for a foreigner, the use of a TV or radio set in Austria is subject to a small monthly levy, which is raised on a quarterly basis. You will have to register at the GIS organization by filling out a form which is available at all post offices as well as in all banks. Your relocation agent will of course help you with this.

### Driving a car in Austria:

In order to be allowed to drive a car in Austria you need a valid driving license. Either an international one which you change into a local one within six month or a European license which is valid throughout Europe.

#### PLEASE NOTE:

***Ask your relocation consultant for further information about changing your driving license!***



For more information please call

+49/(0)541-670 65 96 or +43/1/ 956 59 19

and ask for an individual offer

Yours sincerely

*Kornelia Epping*