



MOVING GUIDE  
**Living and Working in Austria**

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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 the process and to make sure that you have a smooth and soft landing. Our local consultants are always up to date concerning local immigration laws and local administrative structures. They will accompany you through the whole process, finding schools and the family residential to help you and your family settling in well.

## ABOUT MOVES CONSULTING

### **Moves Consulting 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 products at a fixed price. No hidden charges, no additional fees!



## THE RED-WHITE-RED CARD

### Criteria-based Immigration to Austria

#### What does it do?

- ▶ aims to immigrate Third National citizens and their families
- ▶ gives a view to permanent settlement in Austria
- ▶ is issued for a period of 24 months
- ▶ entitles the holder to fixed-term settlement and employment by a specified employer

#### Who is eligible?

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

#### The Red-White-Red Card PLUS

entitles 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

#### Please note:

Family members are defined as: spouses, registered partners, and 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.



## 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. Your relocation agents will go this road with you, acting in your best interest and minimizing your risk.

### 1. “Mietvertrag”

#### rental contract

When you rent a house or a flat you will agree upon a contract with your landlord. 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.



## 2. “Meldezettel”

You have to register with the local townhall within the first 3 days of your move to Austria. Whenever you change your home to another address, you need to announce this to the local townhall also. Your landlord needs to provide you the “Meldezettel” – official form signed by both landlord and tenant.

## 3. “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”). 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.

## 4. “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. **Note! From 1st July 2023** the broker fee will be payable only when you commissioned the real estate broker. This means: If you find or are offered a flat on a website without having commissioned the person offering it, this is free of charge for you.

## 5. “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.

## 6. “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.

### Please note:

The household insurance is the tenant’s duty to procure. The costs for electricity and gas are not part of these agreements – 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.





## 7. “Haustierhaltung”

keeping a pet

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.
- ▶ 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 you live in a multiple dwelling, you should ask your landlord for permission to be on the safe side.

Of course, your relocation agent will assist you in making the necessary agreements.

## 8. “Vertragskündigung”

ending the agreement

### Usual notice period: one month.

The notice periods for both parties extends by a continuous occupation of the property. A shorter notice periods 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.



## 9. “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.

## 10. “Mülltrennung”

waste separation

In Austria you are expected to separate your waste and dispose of it in separate bins which are differently coloured (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 neighbourhood. You can dispose of dangerous waste (e.g. chemicals, electronics and the like) in your local recycling center (“Problemsammelstellen”). Your relocation agent will show you all the facilities and explain the details.

## 11. “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 - your relocation agent will of course help you with this.







## WORKING

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.

### Types of employment:

- › Full and Part-time work
- › Part-time work
- › Independent contractors (freelancer)
- › Minimally employed workers
- › New self-employed workers
- › Apprenticeship
- › Seasonal workers
- › Agency workers
- › Voluntary workers

**All employment contracts in Austria are subject to Austrian Labour law.**



## Working hours

Usually working times in Austria are 38 hours a week, some contracts demand up to 40 hours per week

## Illness

Should you get ill, please also inform your employer in time. In Austria it is mandatory to visit the doctor immediately, if you are not able to go to work due to illness. The doctor will give you a sick note which you are asked to submit to your employer. During the time of your sick leave, you will be paid your salary.

**Attention:** you are supposed to stay at home when you are on a sick leave!

## Holidays

Austrian employees have 25 days of holidays included in their working contracts. Those are paid.

In Austria salaries are paid 14 times per year, whereas the 13th and 14th salary is tax reduced.



## HEALTH INSURANCE

In Austria public health insurance is compulsory for everyone. As a foreigner you need to arrange an appointment at the police station in order to have your passport picture verified. The officer in charge forwards the verified copyscan of your passport picture to the local ÖGK public health insurance department. The department in charge now orders the production of your e-card, which will be sent to you by registered postmail. Find your police station in charge: [LINK](#)

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.). 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 is about 10 EUR/day.



## HEALTH INSURANCE

### 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.



### Expecting a Baby in Austria

From prenatal care and giving birth to parental leave and child benefits, here is everything you need to know about having a baby in Austria.

Expats thinking about having a baby in Austria will be pleased to know that the quality of care available throughout the country is exceptional. This is hardly surprising, however, given the excellent healthcare system in Austria, which includes top-quality women's healthcare services. Add to that the plethora of health insurance options and supportive child benefits and you know that you and your little one are in safe hands. But before you get stuck into your pre-baby to-do list, however, here is everything you need to know about having a baby in Austria

As the standard of healthcare in Austria is exceptionally high, so too is the standard of women's healthcare and everything concerning childbirth.

Once you have arranged your health insurance, you can choose your own doctor, or ask around for a referral. However, you should make sure that the doctor you choose accepts your insurance carrier.

Essentially, antenatal appointments are extremely well planned out in Austria and provide you with all the information you need during your pregnancy. After your obstetrician has confirmed your pregnancy, you will receive a Mutter-Kind-Pass (Mother-Child-Booklet), also known as a 'MuKi'. This will take you through all your appointments, vaccines, and tests for both you and your child, right up until their fifth birthday.

You will find all your prenatal examinations in the Mutter-Kind-Pass. Your doctor will issue it to you around your 12th week of pregnancy.

If you are giving birth at the hospital, you are able to have one person to accompany you in the delivery room. This can be your partner, a family member, or a friend. Postnatal care is particularly important for outpatient and home births. If you have an outpatient birth, your pediatrician will visit you to examine the baby after it is born. Then, your midwife will come each day for at least the first ten days. A midwife will also visit every day if you have a home birth.



## HEALTH INSURANCE

### Registering a birth after having a baby in Austria

Usually, if you give birth in a hospital, the hospital will automatically register the birth for you at the local register office. Additionally, you will get a Meldezettel (a residential registration form).

During Mutterschutz, you will receive full payment of your salary. Pregnant women must let their employer know about their pregnancy and due date as soon as they find out. The employer also needs to let her know when her maternity leave will start four weeks before it is due to begin.

In Austria, Karenz (parental leave) starts when Mutterschutz ends. You will receive Kinderbetreuungsgeld (childcare payments) from your health insurance provider. It is very common in Austria for fathers to share maternity leave with

mothers. Remarkably, you are able to switch between the two parents twice during your leave period. However, these switches must be at least two months apart. The payment scheme you choose will depend on how long you want off for parental leave. Basically, the longer your leave, the smaller the rate.

If you have been at your company for over three years, you may request to work part-time. Elternteilzeit (parental part-time) rights mean your employer needs to work with you to find a part-time working solution for you. You have protection against dismissal until your child turns four. The rules state that you can request to change the hours once. Equally, your employer can also request one change to your hours.

### Familienbeihilfe (child benefit)

is provided in a universal scheme for all Austrian residents. Employers' contributions and taxes pay for the scheme which covers a child to the age of 18. Along with child benefit, parents will also receive a child tax credit and child-raising allowance. Child benefit is granted on application only. Ultimately, the amount depends on the age of the child. Furthermore, parents with two or more children get an additional supplement.





## Income Tax in Austria

All individual residents in Austria are subject to Austrian income tax on their worldwide income, including income from trade or business, profession, employment, investments, and property. Non-residents are taxed on income from certain sources in Austria only. Non-residents are subject to income tax on Austrian-source income at normal rates (including a fictitious income increase of EUR 9,000).

Individuals for whom employment income subject to wage tax is the only source of income are not obligated to file income tax returns. However, such individuals may obtain a partial refund of taxes by filing an income tax return where they have incurred deductible business or special expenses, or did not have a constant salary for 12 months.

A sole earner credit can be applied as follows: If a married couple with a single income has one child and is entitled to the family allowance for more than six months, the monthly tax amount withheld is reduced by EUR 41.17, with two children it is reduced by EUR 55.75, and with three children by EUR 74.08. If children live in other EU countries, the amount of the sole earner credit is subject to indexation. For married couples without children, the sole earner credit is not applicable.

Tax rates applicable to monthly salaries are based on the above-listed income tax rates. The 13th- and 14th-month salaries ('special payments') are subject to social security deductions (see Social security contributions in the Other taxes section for more information). The first EUR 620 is tax exempt; from the remaining amount, tax

is withheld at a graduated rate between 6 % and 55 % (see Employment income in the Income determination section for more information).

## Personal income tax rates

status as of 2023

Income (EUR)	Tax rate (%)
11.693 and below	0
> 11.693 to 19.134	20
> 19.134 to 32.075	30
> 32.075 to 62.080	41
> 62.080 to 93.120	48
> 93.120 to 1.000.000	50
> 1.000.000	55



### Children from age 0 to 6

- ▶ Nurseries (Kinderkrippen, for babies and very young children): Very young and pre-school children are taken care of in nurseries
- ▶ kindergartens (from age three to six)
- ▶ pre-school classes (from age five)
- ▶ Day parents (Tagesmütter, on average from age two): Very young children are looked after 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). All school types comprise four educational levels.

The following types of schools exist in Austria:

- ▶ Primary school (Volksschule or Grundschule)
- ▶ Junior high school / secondary school (Hauptschule / Kooperative Mittelschule): From age ten children can attend either a junior high school or secondary school 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).
- ▶ Polytechnical school (Polytechnische Schule): The ninth school year (age 14-15) can be completed at a polytechnical school (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, children with special needs are also educated alongside others in standard school "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).



## EDUCATIONAL SYSTEM

### 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 (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 are fee-paying establishments, which sometimes teach which teach according to a particular system. Private schools in Austria account for about 8% of the total number..

#### **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.





## DRIVING A CAR

Holders of a non-EEA licence who move their place of residence to Austria may usually continue driving vehicles for six months. After this point, their licence will expire and must be converted.

Usually, it is only possible to convert foreign licences if they are still valid. Expiry dates specified in the holder's country of origin will also apply in Austria.

When converting non-EU/EEA driving licences, it is usually necessary to take a practical driving test. In order to do so, holders must provide a suitable vehicle from the relevant licence category.

However, no practical driving test is required upon converting the following non-EU/EEA driving licences:

For all categories: Andorra, Gibraltar, Guernsey, Isle of Man, Japan, Jersey, Monaco, Montenegro, San Marino, Switzerland, Serbia, United Kingdom of Great Britain and Northern Ireland

For category B: Australia, Bosnia-Herzegovina, Hong Kong, Israel, Canada, North Macedonia, New Zealand, Republic of South Africa, Republic of South Korea (if issued after 1 January 1997), USA, United Arab Emirates

Austrian nationals having acquired a driving licence outside of the EU/EEA must also have their foreign licence converted. However, conversion is only possible if they were resident in the country in which they acquired the foreign driving licence for at least six months.





## Requirements

Holders of foreign driving licences must be at least 18 years old to drive in Austria.

## Deadlines

Driving licences from non-EU/EEA countries must be converted within **six months** of the holder first registering Austria as their place of residence

# DRIVING A CAR

## Competent authority

Any driving licence authority in Austria:

- › In cities with a state police department: the state police department
- › In Vienna: the Traffic Department (Landespolizeidirektion Wien)
- › In cities without a state police department or in municipalities: the district administration
- › In the chartered urban districts Krems and Waidhofen/Ybbs: the municipal executive
- › In the chartered urban district of Rust: the Burgenland State Police Department (Landespolizeidirektion Burgenland)

### Note:

importing your car to Austria demands a so-called NOVA (construction year 2008 and younger). This is a special category of tax for any car you bring to Austria, no matter if it is new or a used one.



## House Hunting

[www.findmyhome.at](http://www.findmyhome.at)

[www.immobilien.net](http://www.immobilien.net)

[www.willhaben.at](http://www.willhaben.at)

[www.immobilienscout24.at](http://www.immobilienscout24.at)

## General Information

[Wien.info](http://Wien.info) (Vienna Tourist Board)

[1000things.at](http://1000things.at) (How to spend your spare time) <sup>[GER]</sup>

[Virtualvienna.net](http://Virtualvienna.net) (Platform for Expats)

[The Local](http://The Local) (News & Infos on Austria)

[Österreichische Post](http://Österreichische Post) (Austrian Mail Service) <sup>[GER]</sup>

[ÖAMTC](http://ÖAMTC) (Austrian Automobile Club)

## Telecommunication

[Magenta](http://Magenta) (Telecommunication provider) <sup>[GER]</sup>

[A1](http://A1) (Telecommunication provider) <sup>[GER]</sup>

# USEFUL LINKS AND APPS

## Transportation

[ÖBB](http://ÖBB) (Austrian Federal Railways) <sup>[GER]</sup>

[Wiener Linien](http://Wiener Linien) (Vienna Public Transportation)

CityBike station finder (get the App)

[Uber](http://Uber) (car sharing platform)

[Bolt](http://Bolt) (car sharing platform) <sup>[GER]</sup>

## Costs of Living

[tarife.at](http://tarife.at) (comparison of telecom costs) <sup>[GER]</sup>

[Durchblicker](http://Durchblicker) (comparison of energy & insurance costs) <sup>[GER]</sup>

[Arbeiterkammer](http://Arbeiterkammer) (gross/net calculator) <sup>[GER]</sup>

[Numbeo](http://Numbeo) (comparison of costs, platform for expats)

## Marketplace

[willhaben.at](http://willhaben.at) (public marketplace to find used items, household furniture, electrical devices etc.)

## Healthcare

[Docfinder.at](http://Docfinder.at) (find a doctor in your vicinity) <sup>[GER]</sup>

[praxisplan.at](http://praxisplan.at) (find a doctor in your vicinity)

