

Please fill in the following form for a non-binding offer, select the requested services and send the form by email to office@viennarelocation.com

Personal information

Name

Email

Telephone

Nationality & Home Country

Company

Number of persons

Date of planned
emigration to Austria

It's that easy



If you wish to book one of our packages as described, just tick the box for the package of your choice.



If you wish to book one of our packages but wish to add a service (s) to it, just tick the box for the package of your choice and tick the boxes of the additional services you need. You will then receive an adapted offer from us.



If you don't want to book a package directly, just tick the boxes for the services you need and we will send you a quote for an individual package tailored to your needs.

move carefree! Select the package which suits your needs:

BASIC	ADVANCED	PREMIUM
<p>Real Estate</p> <ul style="list-style-type: none">• Real Estate Search and presentation of up to 3 exposés• Meet your potential new home (up to 3 viewings)• Renting your new home <p>Official address registration</p> <ul style="list-style-type: none">• Information on official registration in Vienna and attendance <p>Insurance Backup</p> <ul style="list-style-type: none">• Insurance needs analysis• Specialist insurance brokers in Vienna will be presented to you	<p>Real Estate</p> <ul style="list-style-type: none">• Real Estate Search and presentation of up to 5 exposés• Meet your potential new home (up to 5 viewings)• Renting your new home <p>Official address registration</p> <ul style="list-style-type: none">• Information on official registration in Vienna and attendance <p>Insurance Backup</p> <ul style="list-style-type: none">• Insurance needs analysis• Specialist insurance brokers in Vienna will be presented to you <p>Bank Account</p> <ul style="list-style-type: none">• Analysis of your situation• Advice on bank selection• Attendance service at the bank	<p>Real Estate</p> <ul style="list-style-type: none">• Real Estate Search and presentation of up to 7 exposés• Meet your potential new home (up to 7 viewings)• Renting your new home <p>Official address registration</p> <ul style="list-style-type: none">• Information on official registration in Vienna and attendance <p>Insurance Backup</p> <ul style="list-style-type: none">• Insurance needs analysis• Specialist insurance brokers in Vienna will be presented to you <p>Bank Account</p> <ul style="list-style-type: none">• Analysis of your situation• Advice on bank selection• Attendance service at the bank <p>Buddy Service for your first month</p> <ul style="list-style-type: none">• Special offer for ongoing support during your first month in Vienna. Possibility of a 24/7 assistance for any questions that may arise• Information on craftsmen and specialist services
€ 2.550,00	€ 3.450,00	€ 4.900,00

All prices excluding VAT.

Extra services may be added. Take a look at [Immigration](#), [Welcome to Vienna](#), [Real Estate in Vienna](#), [Children in Vienna](#) and [Business Executives](#).

Add further services to the selected package or choose a combination of services from the list below:

IMMIGRATION:

Welcome to Austria! For a perfect start we offer you support to meet your specific needs during your immigration process and related issues such as work permits.

WELCOME TO VIENNA:

Arrival Service

- Welcome to Vienna
- Meeting you at the airport/train station/hotel/office

Orientation Tour

- We help you to get a first impression of "Living and real estate in Vienna"
- Overview of Vienna: housing situation, public transport, infrastructure, parking situation, health care system, opening hours, living conditions, religious institutions, cost of living
- Information on suitable areas where you can find a home that suits your needs, and information on tenancy law specifics
- Do's and Don'ts
- Handover of information material on Vienna
- Q&A period
- Snack & Lunch for 2 persons included

Insurance Backup

- Insurance needs analysis
- Specialist insurance brokers in Vienna will be presented to you

Lawyers, tax consultants, notaries public

- Analysis of your needs and recommendation of lawyers, tax consultants, accountants and notaries public

Health & Medical

- Information regarding the Austrian health care system
- Analysis of your needs and recommendation of doctors, hospitals, pharmacies, health care professionals and health insurance policies

Austrian Health Insurance Fund (ÖGK) co-insurance

- Information on the possibilities for dependants (partners and children) to be co-insured under the state social insurance scheme with partners/parents who are covered by social insurance
- Support in selecting a customer centre of the Austrian Health Insurance Fund (ÖGK) as well as obtaining case-related advance information in individual cases
- Help with the organisation and preparation of all relevant documents and forms in advance of the application
- Accompanying logistical support during the application process at the ÖGK, including translation assistance if required

Photograph registration for E-card

- Information on the key to the Austrian health care system including the use of the e-card
- Logistical support in coordinating appointments with the e-card photo registration offices and accompaniment there
- Follow-up support if necessary

Bank Account

- Analysis of your situation
- Advice on bank selection
- Attendance service at the bank

Car Import

- Information on all formalities in connection with your car import and related support

Driving Licence

- Information regarding the change to an Austrian driving licence for Non-EU citizens
- Making all necessary arrangements

Temporary Accommodation

- Analysis of your needs regarding the number of people, time period, distance to your office and budget
- Search for and selection of appropriate providers

Language Course

- Analysis of your needs
- Advice on a selection of language schools or individual language teachers

Limousine Service

- Advice on a selection of appropriate providers of limousine rental services (with or without driver)
- Car rental options

Urban mobility

- City information package
- Biking in Vienna
- Tips on how to discover Vienna on foot
- Information about the public transport network in Vienna and travel options throughout Austria
- Information on points of sale, support and assistance with the purchase of the 365 days Vienna ticket, Austrian Railways customer cards and/or individual travel tickets

Austrian Way of Life

- Information day: we evaluate the needs for you and your partner as well as family daily life in Vienna/Austria. What you should know about living in Vienna, social and business customs and typical Austrian habits. Do's and don'ts. Included is a lunch at a stunning roof-top restaurant with a magnificent view over Vienna

Vegan & Vegetarian life in Vienna

- Need to know information about this food and lifestyle trend in Vienna
- Tips for everyday life, shopping and the best culinary locations in the city

Sightseeing Tour

- Arrangements for an individual tour with a professional and authorised guide for you and your family (6h)

Sporty Spice

- Sport-related information and advice regarding fitness clubs and all types of sport clubs as well as related public facilities
- Recommendation of professional personal trainers

Cultural Delights

- Opera, concert, theater, dance, museum, galleries, festivals, whats on for kids & teens. We provide you with an insider overview according to your personal interests

REAL ESTATE IN VIENNA:

Real Estate Search

- Based on your preselected residential area we search the market and present you an exposé of up to 5/7/9 suitable properties

Meet your new home

- Arrangements of appointments with the landlord and real estate agent respectively, and personal attendance upon request

Renting your new home

- Assistance with the submission of the legally binding rental offer prior to the attendance at the actual contract execution. Legal check performed by our partner lawyers. Preparing the transfer report. Support related to contracts with energy, telecommunication and internet providers as well as information on official registration with the local authorities

Buying real estate

- Advice on the selection of real estate according to the client's wishes and subsequent accompaniment to meetings with lawyers, notaries, tax advisors and banks, as well as other related services (e.g. dealing with the authorities)

Exploring your new home area

- Overview of the local infrastructure surrounding your new home. Shopping areas, parking, road links, public transport facilities, leisure and fitness offers, markets, pharmacies and doctors/hospitals.
- Planning your route to work

Official registration in Vienna

- Information on official registration in Vienna and attendance

Pet registration

- Information on all matters concerning official pet registration, compulsory pet insurance, veterinary surgeons, dog-sitters, areas for walking dogs and attendance

Permanent parking permit for residents

- Information on obtaining the permanent parking permit for residents according to the district you live in

Your Buddy

- Special offer for ongoing support during your first few months in Vienna. Possibility of 24/7 assistance for any questions that may arise.
- Information on craftsmen and specialist services

Craftsmen/Designers

- Arrangements for assistance with interior design/decoration
- Providing contacts with qualified craftsmen

Household Help

- Analysis of the requirements
- Providing contacts with selected agencies and individual persons

While you are away Service

- Post collection, custody, evaluation of urgencies and immediate feedback
- Managing and safekeeping of keys
- Apartment inspection and regular ventilation of your home
- Hot water and heating control
- Receipt of delivery goods by appointment
- Photo and video documentation of household-related issues
- Emergency service can be provided in combination with our Buddy service

Arrangements for your move and storage

- Analysis of your requirements
- Comprehensive planning of further action and information on the services of appropriate removal and storage companies

Moving out once you leave

- Information on all necessary steps before you move and return the property to the landlord. Advice on how to refurbish your old home to return it to its original status when you first moved in. Support regarding termination of your rental contract as well as other contracts related to your home
- Information on how to terminate your official registration in Vienna
- Coordination of your postal change-of-address order

CHILDREN IN VIENNA:

Kids´ Basic

- Basic information related to kindergarten/schools/universities/universities of applied sciences and other educational institutions

More for Kids

- Kids´ Basic
- Detailed analysis of your requirements
- Concrete proposals based on the analysis´ results
- Search and assistance in selecting kindergarten/schools/universities/universities of applied sciences and other educational institutions

All for Kids

- Kids´ Basic
- More for Kids
- Appointment coordination with the selected kindergarten/schools/universities/universities of applied sciences and other educational institutions and support with registration
- Analysis of the route to the kindergarten and school to maximise child safety

Nanny Search

- Analysis of requirements
- Providing contacts with selected agencies and individual persons

Baby on the way?

- Necessary legal information, insurance needs, official documents and health-related issues

Universities

- Information on Austrian and international universities in Vienna as well as universities of applied sciences and other educational institutions

BUSINESS EXECUTIVES INDIVIDUAL PROGRAM:

In addition to the **PREMIUM** package you can choose from a wide range of executive services that will be offered by top Austrian experts – our business partners. This offer includes:

Work:

- Job coaching for your new job
- Partner coaching for your career orientation
- High Level Networking
- Personal PR
- Lobbying
- Individual media and press support service

Leisure:

- Personal fitness coaches
- Introduction to the most famous event and spare-time facilities
- Town & Country must-see places and top gourmet tips
- Luxury Inside Shopping Vienna
- Top-level health and wellness packages
- Ladies Luxury Beauty Services
- Private Bodyguard/Personal Security Management

Contact us:

Dr. Krauss Relocation Services e.U.

Esterhazygasse 35/9

1060 Vienna

Austria

Phone: +43 1 586 68 21

Email: office@viennarelocation.com



Dr. Alvin Krauss



Angela Flaes

We are always at your disposal. Don't hesitate to contact us if you have any questions.
Languages spoken: Dutch, English, French, German, Italian, Spanish.