



PRESUP

Professional Expat Support

Service list

2014

Information Tour

Tailored orientation tour

- Evaluation of the expat's individual requirements
 - Welcome package
 - Information about Vienna
 - Exploring Vienna city center and residential areas
 - PRESUP Club membership for one year
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- Half Day** (up to 4 hours)
- Full Day** (up to 8 hours)

Housing

Temporary Housing

- Compilation of requirement profile
 - Selection and transmission of available offers (max. 3 objects)
 - Reservation and booking of the selected object
 - Mandatory registration at the local authorities (Meldezettel)
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- Package**

Housing search

- Compilation of requirement profile
 - Selection and transmission of available offers
 - Rough translation of the most important information
 - Coordination of viewings
 - Accompanied viewings of selected properties
 - Introduction to the residential area and the local infrastructure
 - Support with and negotiation of the rental offer and contract
 - Coordination of deposit payment and income statement
 - Assistance with handover of the housing object
 - Handover certificate including pictures
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- Small package:** max. 5 objects for preselection, max. 3 objects for viewing
- Large package:** max. 10 objects for preselection, max. 6 objects for viewing

Public authorities and permits

The following assistance is included in each public authority service. Prices are per person:

- Status assessment
 - Preparation of the necessary forms
 - Checklist of documents needed for the application
 - Referral of certified translations
 - Arranging appointments at authorities
 - Accompaniment
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- Residence permit
- Work permit
- Extension of residence and work permit
- EU registration certificate
- Mandatory registration at the local authorities (Meldezettel)
- “Meldezettel” per additional family member when handed in at the same time

Kids

School/Kindergarten

- Requirement profile
 - Search of available spots
 - Visit of max. 3 educational facilities
 - Registration assistance
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- Package per child
- Additional child in same educational facility

Family allowance

- Status assessment
 - Preparation of the necessary forms
 - Referral of certified translations
 - Submission at the local tax office
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- First application
- Per additional child

Child care

- Recommendation nanny service/babysitter
 - Referral of after school care
 - Recreational activities for kids (sports, culture, events,...)
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Kids package

Baby

- Birth certificate
 - Mandatory registration at the local authorities (Meldezettel)
 - EU registration and residence permit
 - Insurance
 - Child care benefit
 - Family allowance
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Baby package

Registrations

- Bank account (VIP support with special benefits)
- Utilities registration (electricity, gas)
- Internet, TV, land line phone
- TV and radio registration (GIS)
- Mobile phone
- Insurance (household, legal protection...)
- Mandatory registration at the local authorities (Meldezettel)
- Dog package (tax, dog tag, "Dogs in Vienna" info)

Car

- Car import or export
- Driving licence transcription
- Car insurance
- Parking system Vienna incl. permit („Parkpickerl“)
- Austrian toll sticker („Autobahnvignette“)
- Automobile club membership
- EU driving licence (new)

Health care

- Support with choosing a doctor (language, area of expertise, location)
- Accompanied visit to a doctor
- Support with the arrangement of medical/cosmetic services
- Private health insurance

Leisure

- PRESUP Club membership for one year
- Language courses (VIP support with special benefits)
- Support with vacation planning
- Support with leisure activities
- Referral of a gym or personal trainer
- Shopping assistance

Intercultural Training

- Workshop for the expat and his family
- Introduction to the life in Vienna
- Training at the expat's office/residence
- Duration 3-4 hours

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- Package

Departure

- Termination of rental contract
- Deregistration of utilities (gas, electricity, TV, internet, landline, etc.)
- Termination of insurance policies, mobile phone contract, bank account, etc.
- Deregistration school/kindergarten
- Change of address order (local mail office)
- Referral of cleaning service, renovation work and moving company
- Mandatory deregistration at the local authorities
- Coordination of deposit refund and restitution of residential object

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- Package