



Studying and accommodation

**Information and more for students
- a service provided by the Office of Social Affairs**

Law of tenancy and financial issues
Anything you should know when looking for a flat

Assistance
Assistances for the rent, assistances for living
and federal assistances of all kinds

Issues concerning moving
Things you should consider after you have found a flat

Damit du die Übersicht
in deinem Studium
behältst.

Deine





Wenn's eng wird für
dich: wir geben dir
Rückendeckung.
Deine



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Österreichische Hochschülerinnen- und Hochschülerschaft

Studying and accommodation

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Dear colleagues!

For many the beginning of a study is a step towards independence. This independence usually starts with a very material step when moving into a new city and into an own flat, student halls of residence or a living community. In order to make the start into this new part of your life easier, an updated version of our brochure 'Studying and Accommodation' is now available. It will support you if you want to find affordable accommodation that meets your expectations.



ÖH-Chairman Samir Al-Mobayyed

It provides information on your rights as a tenant, and points out potential traps in contracts, which is rather common among landlords/ladies in order to fool you. Additionally, you'll find all information on the situation in student halls of residence and a list of all hostel providers. It doesn't matter if you are moving into an own flat, change from the hostel to a shared-flat, or vice versa – here you'll find the most important information.

If you have any problems in connection with the Law of Tenancy, it is possible to seek advice at the ÖH in the Federal Level: Doris Schlager and Josef Iraschko are glad to help you under (01/310 88 80 – 52), on Tuesday mornings from 9 to 12 o'clock and on Thursday afternoons from 13 to 16 o'clock. You can also write them an e-mail: wohnrecht@oeh.ac.at.

We hope that we have saved you some time and answered some questions with this brochure in order to make life easier for you. Hopefully, as a consequence, you can fully concentrate on living and studying. Have fun in your own four walls.

Yours,

A handwritten signature in black ink that reads "Samir". The script is cursive and fluid.

Tenants and dormitory residents do have rights!

In this fifth, updated edition we have included all the important information concerning accommodation, in order to help you to find your first own home more easily as well as to inform you about your rights.

It is difficult look for and finally to find a suitable flat, especially when you have to pay a deposit. Due to this, people have to ask their parents for money, use their savings, or work long until they have gathered the money needed.

When looking for a flat, it is helpful to have some background information about issues concerning the law of tenancy. A few tips and tricks on how to get your rights as fast as possible also come in handy.

Especially young parents who are studying should have a closer look at the various financial aids, since they very often have, due to their multiple challenges, less money.

In general, a lot of students still don't know about various assistances, or they are not sure whether they can apply for them or not.

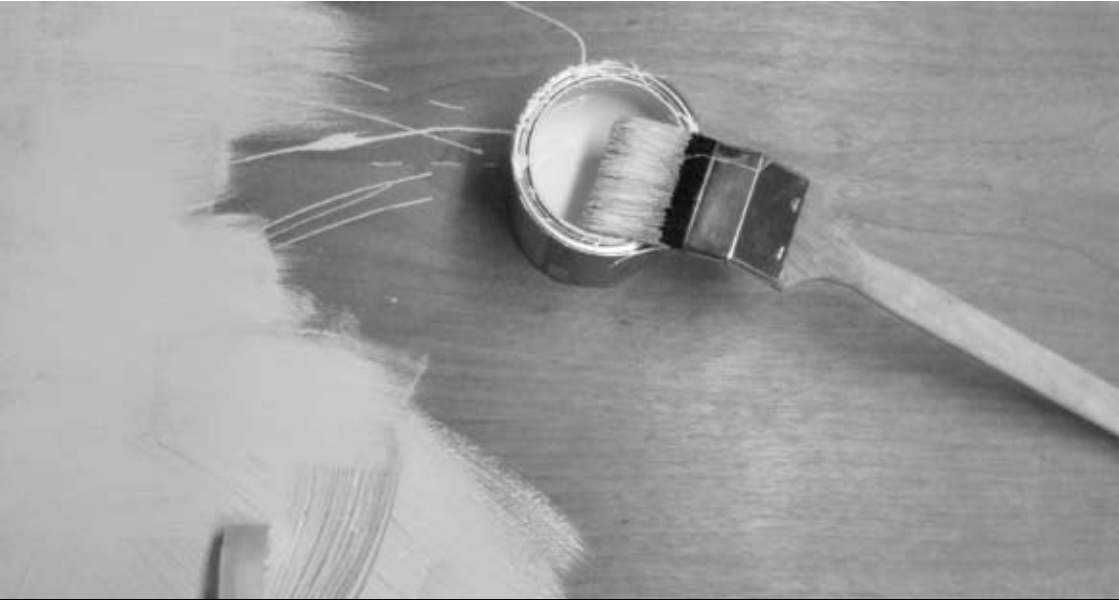
Here you will find information about current laws, how to deal with estate agents or looking for a flat. Additionally, you get special tips like a checklist for the inspection of the flat.

If you have any further questions, or if you want to call our attention to something in particular, please contact the Office of Social Affairs under 01/310 88 80 or write an e-mail to sozial@oeh.ac.at

You can find the most recent information at www.oeh.ac.at

We hope that we could help you by writing this brochure and wish you an enjoyable time in your flat!

Yours
The Office of Social Affairs



Law of tenancy

**Tenancy agreement &
relationship of tenant and landlord/lady
(tenancy, subtenancy, flat- sharing)**

Limited Tenancy Agreement

Termination

Tenancy Agreement and tenant-landlord/lady-relationship

A tenancy agreement is an oral or written agreement between a landlord/landlady (i.e. the owner or regular tenant) and a person applying for a flat. By this, certain rooms at a certain price are let out to the person applying for the flat. An eventual limitation has to be put into written form.

Tenancy

A regular tenancy is the case when there is a tenancy agreement between the person applying for a flat and

- the owner of the house
- the owner of the flat
- the tenant or leaseholder of the whole house
- an applicant for a freehold flat who is not yet registered in the land register

Subtenancy

This is the case when there is a tenancy agreement between the regular tenant and the person applying for a flat. The law of tenancy (LOT) has very few rules concerning subleases. However, most of them relate to the termination of the subtenancy and the legal rent in connection with it.

Fictitious subtenancy

This term relates to certain actions on the part of the landlord/landlady that are supposed to weaken the subtenant's legal position. (e.g. weaker protection from unwarranted termination or fewer restrictions on the maximum rent) Thus, a regular tenancy agreement is falsely declared as

a sublease. Another possibility is that a non-existing tenant is constructed in order to give the applying person the status of a subtenant. The fictitious subtenant has the option to effect the recognition as a regular tenant via the mediation agency.

Flat- sharing

A contract in the case of flat sharing can be a sublease or a tenancy agreement. The following possibilities are given:

- One person signs a tenancy agreement, while the others move in as fellow- lodgers. The disadvantage: If the person who signed the contract moves out, the agreement may not be transferred to one of the fellow-lodgers. In this case all have to move out.
- All members of the shared flat sign the tenancy agreement and are thus legally equal tenants. If one of the lodgers moves out, nothing changes for the others. However, in this case you should assure that the respective tenant's rights are transferrable to the remaining lodgers. Be aware that this form is problematic, since all tenants have to agree to the termination. If a single one does not, the others cannot terminate the tenancy agreement. Particularly with partners who break up, this kind of contract can cause problems.

Separate tenancy agreements with the landlord/landlady have the respective room in which the respective fellow- lodger lives as their subject matter.

Limited Tenancy Agreement

Limited tenancy agreements can be prolonged in written form as often as the landlords/landlady wishes to. The minimum period of time is three years, where the contract has to be fulfilled. There are no regulations for longer periods. If the tenancy agreement is prolonged, the minimum additional time span is three years again.

One year after signing or prolonging the limited tenancy agreement or sublease, the tenant is entitled to terminate the contract before the agreed limited time. If this is the case, the tenant has to do this on the last day of the month via the court and has to stick to a period of notice of three months.

Since January 10th, 2006 a termination at court is not mandatory anymore. The written form is valid, however it is suggested that you have a registered letter as evidence.

Termination

Protection from unwarranted termination

This term relates to the protection of an unwarranted termination on part of the landlord/lady. S/he is only entitled to terminate the tenant agreement if there is a legal reason for it.

Legal reasons for termination:

- the flat is not used
- complete transfer of the subject matter (e.g. subleasing)
- subleasing for an illegally high amount of money (rent)
- death of the tenant and a lack of persons who are entitled to directly follow him/her
- non- payment of rent: It is required that the tenant, in spite of a reminder, is at least 8 days behind payment; if the tenant pays until the end of the trial at the first instance, the termination has to be rejected. However, in this case, the tenant has to pay the costs (court fees, reminder fees etc.)
- crucially disadvantageous use of the subject matter: This is given when the flat is completely neglected; when due to completely improper behaviour living together with the other lodgers of the house is impossible as well as punishable actions affecting lodgers or the landlord/lady.

- personal requirement of the landlord/lady: A regular personal requirement is not sufficient for termination. The landlord/lady has to desperately need the flat for him/herself, his/her children or grandchildren. If this emergency evident is strictly examined by the court. Only if the landlord/lady's interests outweigh and s/he has to bear the higher personal disadvantage, the termination is successful.
- dismantling: If there is a legal permit for dismantling, the tenancy agreement can be terminated. However, the tenant has to receive a substitutional flat.
- preventing the improvement of a sub-standard- flat: This is the case when the tenant of a category D flat (i.e. substandard) refuses to accept the improvement to a category C flat (paid by the landlord/lady) of his/her flat in connection with a category C rent. Additionally, the tenant is also not willing to do the improvement on his/her own. Here, termination is possible. However, the tenant again has to receive a substitution flat.

Legal position of the subtenant

Legal reasons for termination of a regular tenancy agreement, basically apply to a subtenant too. However, 'important interests on the part of the subtenant(or tenant)' are explicitly mentioned within the reasons for termination.

If a regular tenant terminates his/her tenancy, the sublease most of the time ends too, since the

tenant has to give back an empty flat.

The person responsible for the sublease has to immediately inform the subtenant about any form of termination of the tenancy agreement (termination due to consent, action of eviction, etc.).

The subtenant may have a claim for compensation with respect to the landlord/lady or regular tenant. This is the case if the sublease was signed for a longer period of time and the landlord/landlady or regular tenant abandons his/her tenancy rights prematurely, which prevents a continuing of the sublease.

Remark: A change of ownership of the house basically doesn't influence the sublease.

Attention: The respective tenant's rights for various issues that are written down in the law of tenancy (LOT) only apply to regular tenants. Therefore, a subtenant is always dependent on the cooperation with the tenant with regard to issues like the flat's maintenance or improvement, the controlling of bills on operational costs ect. Especially when you plan to invest money into a sublease, you should sign a contract that sorts eventual refunds.

Periods of notice

Unlimited tenancy agreement can be terminated anytime within the regular legal period of notice (i.e. one month). However, you have to keep in mind that other periods of notice (three or six months) mentioned on the tenancy agreement are binding as well.

With limited tenancy agreements, both sides are bound to the date of termination, if there are no explicitly mentioned reasons in the law for termination that allow a premature cancellation of the contract. The tenant is also entitled to terminate without any reasons and is not bound to any legal directive. However, the landlord/landlady can only terminate the agreement with the tenant if there are any legal reasons for termination.

The landlord/landlady is entitled to prematurely terminate the contract only if the tenement has become unusable for the purpose of tenancy, mentioned in the contract. If this is not due to the tenant's fault, s/he has the absolute right to prematurely terminate the tenancy agreement after one year.

It has to be explicitly mentioned that limitations are only possible, if they have been agreed on in written form. Important, because very often falsely interpreted: Even if there is a period of notice (e.g. of one month) in the tenancy agreement, it only applies to prematurely terminated cases due to one of the mentioned reasons for termination (and not generally). The periods of notice mentioned in the law are not obligatory. Thus, at the end of the day what is written in the tenancy agreement is valid.



Real estate agents

Commission

Inspection

Offer

Right to withdraw from a contract

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Commission

Most of the time, a real estate agent is an essential link between landlord and tenant. If a tenancy agreement is signed, a singular commission has to be paid.

If a tenancy agreement is successfully signed due to the services of a real estate agent, you have to pay a singular commission to him/her.

Maximum financial contributions for commissions

- For limitations up to two years: one gross rate of tenancy (i.e. the net rate of tenancy + operational costs (without value-added tax (VAT)) + 20% VAT)
- For limitations of two to three years: two gross rates of tenancy + 20% VAT
- For limitations longer than three years as well as unlimited tenancy agreements: three gross rates of tenancy + 20% VAT

Tipp: If there is a provable proximity between the landlord/lady and the real estate agent, the agent has to mention this in the course of negotiations. In this case, only two monthly rents have to be paid for commission. The commission is only paid when a tenancy agreement is signed. The real estate agent has no right to claim payment in advance.

Remark: The gross rate of tenancy consists of the rent and the operational costs. Additional costs for heating, etc. must not be integrated when it comes to the calculation of the commission.

Attention: A lot of real estate agents include a 10% VAT for rents into their calculating. On the basis of this amount, they additionally calculate the 20% VAT for the commission, so that the potential tenant has to pay 30% VAT. This is illegal. The calculation has to be: (Net rent + operational costs) + 20% VAT.

Inspection

If an offer sounds particularly good because of, for example, a low rent, the overall supply is probably not very good. Lots of students regard the supply as a minor thing. Primarily, they want a cheap flat. Therefore it is recommended that you have an early appointment with the real estate agent.

If the agent suggests a certain time, it is wise to ask if an inspection earlier that day is possible, since your chances of renting the flat increase if you are among the first who inspect it. Cheap flats for 'home improvement' are very popular.

The real estate agent might demand you to sign a form proving that s/he has shown the flat to you. On the one hand, this shall prove the landlord/lady that the real estate agent is actually putting some effort in selling the flat. On the other hand it is a security for the real estate agent in order to prevent the potential tenant to go directly to the landlord/lady (in which case the agent would lose the commission).

This form is not binding or dangerous and should not be mixed up with an offer.

Remark: It is always an advantage to take so-

meone with you for the inspection, because this person can witness all eventual promises or propositions. Sometimes real estate agents claim things that they have forgotten later on.

Offer

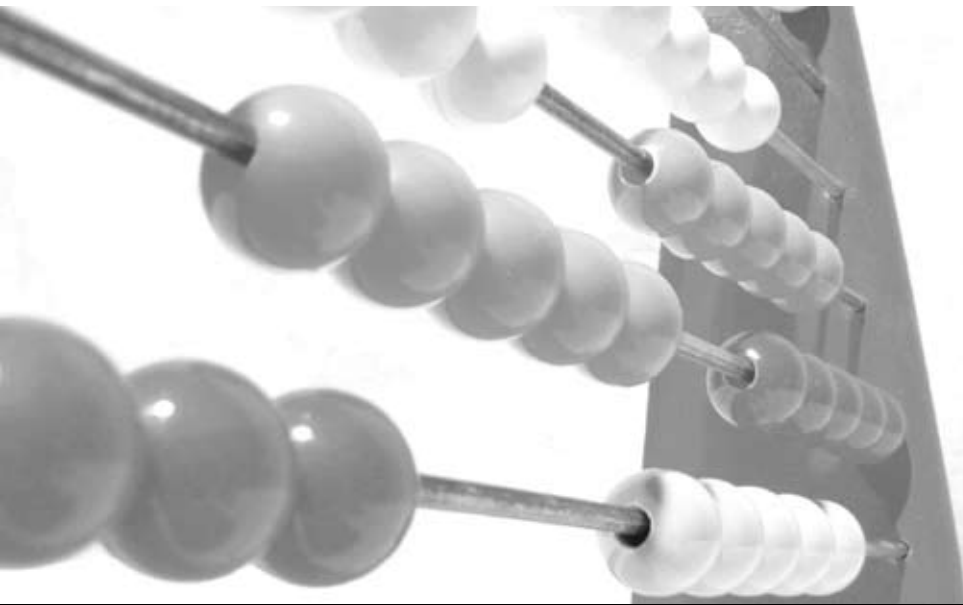
The offer is a written agreement to rent the flat under specific conditions. The offer should contain the specific address as well as the specific gross rent. Furthermore, the amount of money paid as commission is mentioned as well as the type of tenancy (regular, sublease, limited, etc.)

The offer is obligatory. If you change your mind and decide not to rent the flat, you have to pay commission anyways if you signed.

Remark: If you like the respective flat, ask for the possibility to sign an offer, since the selection of a tenant is often due to the ranking of offers. This advice is only recommended for students who have experience with the housing market and who can therefore decide whether they face a great opportunity or not.

Right to withdraw from a contract

Under certain circumstances, you can withdraw from a binding proposal for free. This means that although an offer was signed, you don't have to pay the commission. This is, for example, the case if you have signed the offer the very day of the inspection. Then you have one week's time to withdraw. However, most of the real estate agents have the offer signed the next day.



Financial issues

Singular payments
(deposit, top-up- fees,
paying the rent in advance, fees,
paying for the arrangement of a
tenancy agreement)

Monthly costs (rent, operating costs)

One-time charges

Deposit

It is usual that a surety is demanded from a tenant when the flat is rented to him/her. If a tenant is not able to pay the rent, the lacking amount of money is taken from the deposit. A similar situation occurs when the flat is given back in a worse overall state than it was in at the beginning of the tenancy.

Common signs of wear and tear have to be covered by the landlord/lady.

Remark: Due to this it is recommended to take pictures of the flat when moving in, in order to prevent the landlord/lady to claim that there had been expensive items in the flat. If you rent a furnished flat, you should keep a detailed list of the items that were there at the beginning. It is also recommended that you take a witness with you when the flat is handed over.

The landlord/lady is entitled to claim the payment of the deposit including interests, when the tenancy agreement comes to an end.

There are no legal limitations concerning the deposit sum. In general, three gross rents are common. Only in special cases (expensive supply and furniture/ renovation) up to six rents are possible. If more than three monthly rents are demanded for a flat in bad or average condition, the exceeding amount of money can be checked via the mediation agency. There it may be decided that the exceeding amount has to be paid back to you.

Top- up- fees

Top- up- fees are singular payments that are very often inadmissible. The person who pays the top- up -fee should demand a receipt for the money. It is also recommended to take a witness to the delivery.

Each top-up-fee that is not refunded by an adequate counteraction is inadmissible. This would be the case if you have to pay a top-up-fee in order to even get the flat for rent.

This kind of payments, no matter to whom they were paid, can be reclaimed within ten years. In the case of disagreement the district courts or the mediation agency are responsible.

Remark: If you pay an inadmissible top-up-fee, you are not entitled to claim it from the tenant following you.

Paying the rent in advance

If a landlord/lady does not want to renovate a flat, but wants to have a higher sum of cash, may find the solution of his/her problem in demanding a payment of the rent in advance from the tenant.

This means that the tenant pays a certain amount in advance and therefore has to pay, evenly distributed over 24 months, less monthly rent. The reduction of the rent equals the money that was paid in advance.

It is obvious that the landlord/lady by this saves

expensive loan- interests for the respective sum of money. On the other hand, the tenant loses the interests that these savings would have created.

The amount of money paid in advance must not be at will. It has to be in proper relation to the monthly rent. If the sum is too high, a part can be reclaimed.

Compensations for investments paid to the landlord/lady

Only if the landlord/lady has fully refunded the preceding tenant for eventual investments, the same amount can be claimed from the new tenant. The provided investments must not be taken into consideration for the calculation of the rent!

This means that if you have paid compensation for the building of central heating, the admissible rent has to be equal to a flat without central heating.

Compensations for investments paid to the preceding tenant

If the landlord/lady agrees that the preceding tenant suggests a following tenant, it is admissible that there is a top-up-fee for furniture etc. However, for investments as well as furniture, only the current value can be demanded.

These payments are often inadmissible, especially when more than the current value is charged.

Tip: If you are sceptic about the amount of the

top-up-fee, but desperately want the flat, it is possible to check the legal amount via the mediation agency later on. A general rule is that the respective top-up-fee must not result in enrichment.

Fees

Written tenancy agreements are chargeable. In theory, the landlord/lady as well as tenant are supposed to pay the fee to the revenue office. In reality, it is the tenant who has to pay the fee.

The fee equals 1% of a triple gross rent for one year.

If the tenancy agreement is limited to a period of less than three years, the fee equals 1% of the gross rent for one year of the total duration. Limited tenancy agreements for less than three years are only allowed in special cases (holiday-apartment, company housing).

Additionally, fees for the sheets of the contract have to be paid. If the tenancy agreement consists of more than one sheet, a fee of 13,08 Euros for every additional page has to be paid.

Paying for the arrangement of a tenancy agreement

This amount is often charged for the expenses that occur to the estate management for arranging the tenancy agreement. Since these expenses are included in the operational costs, it is illegal to claim them. The money can be reclaimed. Even if the contract is done by a lawyer, the tenant may

Monthly costs

not be charged with additional costs. Exceptions are tenancy agreements related to flats that are not or partially part of the law of tenancy (i.e. all flats that are situated in buildings that were built after 1953 and freehold flats that are situated in buildings built after 1945).

Monthly costs

Rent

The monthly rent consists of the following components:

- rent
- operational costs (refuse disposal, land tax water, insurance, etc.)
- part of eventual expenses (lift, etc.)
- compensation for rented items
- 10% value added tax (with rented items it is 20%)

The monthly rent is usually due at the first of the month. Most tenancy agreements include that the tenant has to pay the rent in time on the first day of the month to the landlord/lady. This means that on the first day of the month, the money has to be on the landlord/lady's account. If you pay the rent via a transfer order, you have to assure that the money is delivered in time. You should keep a receipt of every transfer order, since they are valuable pieces of evidence.

Supply - categories

Depending on the supply category of a flat, a certain rent can be demanded. There are the categories A, B, C, D and D – useless.

Category A

At least 30m²; there has to be one room; an anteroom; a kitchen or kitchenette; a WC inside as well as sufficient supplies for bathing/showering; central heating and warm water.

Category B

There has to be one room; a kitchen or kitchenette; an anteroom; WC inside as well as sufficient supplies for bathing/showering.

Category C

A flat in usable condition; a water- tap and WC inside; If there is, for example, the bathroom incorporated in the kitchen, the flat counts as category C.

Category D

This is a flat that either has no water-tap or no WC inside. This also applies when one of the two is unusable.

Category D useless

The flat contains wires that are not according to recent standards. It can be easily recognised if the wires are old and therefore dangerous (e.g. when there are old fuses or no fuses at all)

For a category D flat, the respective regulations have to be applied. There must not be an additional charge. Currently the price for a category- D-flat is at 1,54 Euros per m² (plus operational costs

and VAT). The price for a category-D- useless- flat is currently at 0,77 Euro per m² (plus operational costs and VAT). Any higher price is inadmissible.

Remark: If you recognise that a flat has old electricity supplies, you may rent it. Afterwards you get a confirmation from an electrician that the supplies are obsolete. You could then get an estimate of costs for a potential renovation (it should be more than 1455). As a next step, you can go to the mediation agency and demand the 0,69 Euro rent. Usually such cases win, except the person comes to an agreement with the landlord/lady before the – possibly long – trial. This compromise may be at 1, 40 Euro per m². This example shows how high a rent's reduction can be if the respective person claims his/her rights as a tenant.

Approximation value

If there is a category- D- flat, an approximation rent is the basis for the calculation of the respective rent. The approximate value depends on the federal state, the flat's location as well as its supplies. The basis is a category-A- flat.

Approximate values from April 1st, 2008 to April 1st, 2009 (Euro/m² and month)

- Burgenland: 4,31
- Vienna: 4, 73
- Lower- Austria: 4,85
- Upper- Austria: 5,12
- Carinthia: 5,53
- Tyrol: 5,77
- Salzburg: 6,53
- Styria: 6, 52

- Vorarlberg: 7,26

If the flat falls into the category B or C, the approximate value has to be reduced. For a category- B- flat is has to be reduced by 25% (i.e. 75% of the value for a category- A- flat), while with a category- C by 50%.

If you have any doubts about the amount of your rent, it is absolutely recommended to go to a tenant- organisation and to show them your documents. In a lot of instances, the demanded rents are too high. The landlords/ladies are well informed and risk a suit on purpose. Most of the time, they get away with it, because the tenants are too scared or lazy to sue. They also know the possible consequences very well. When the trial is over, they usually have already forgotten the incident and you pay a justified rent. There is nothing to worry and most cases are successful!

Three – Year- Deadline for unlimited tenancy agreements

Agreements on the rent can only be checked for three years after the contact was signed! With the introduction of the third change of the law of habitation on March 1st, 1994, severe changes took place according to the possibility to check the rent.

Formerly, every tenant could have the admissibility of his/her rent checked which is not possible anymore since March 1st, 1994. For all contracts signed after this date, there is a three- year- deadline where you can have the admissibility of your rent checked, presupposing that you have an

unlimited contract. After this period of time, an illegal rent cannot be appealed anymore and you have to continue to pay.

Due to this it is recommended that a tenant who has signed an unlimited contract has the admissibility of his/her rent checked. Otherwise you give your 'silent consent'.

In the case of limited contracts, the possibility of checking is valid for the whole period – even up to ten and more years. However, this must be done during the period of the tenancy or six months after at the latest. Should the limited contract be changed into an unlimited one, the same period of six months, for an eventual checking, is valid.

Reduced rent in the case of limited contracts

All contracts that were signed after July 1st, 2000 and are subject to one of the tenancy regulation within the law of tenancy are affected by a 25% reduction. This means that 25% of the approximate value of the rent, which includes all excess charges and discounts, are subtracted.

Sublease rent

There are no detailed regulations in this area. In general, the subtenant's rent must not exceed more than 50% of the tenant's rent.

The 25% reduction is also valid here in the case of a limited contract.

No rent regulations

There are no effective regulations in the following cases:

- rented, newly built (i.e. since 1945) freehold flats, detached and semi-detached houses, as well as rented flats in privately financed buildings.
- if the landlord/lady has received subventions and already paid them back, the flats can be rented at any price

Rent reduction

If the tenant cannot use the flat according to the agreement, because the flat is partially or totally defective, s/he can be freed completely or partially from the rent (at least for the period of uselessness). This is of course not valid if the tenant him/herself has caused the defectiveness (e.g. by breaking down carrying walls).

If the landlord/lady decides to exchange windows during the winter, which leads to complications and results in a period of weeks without windows or heating, the tenant doesn't have to pay the rent for the respective period of time.

If you want to be freed from the rent, you should write a letter to the landlord/lady in which you explain your situation and claim the exemption. If the landlord/lady doesn't react or deal with the defects, hotel bills may be claimed to be refunded.

In these cases, people should turn to a tenant-organization too.

Rising of the rent while the contract is running

If the inflation based on a consumption- index is higher than 5%, the rents in the various categories are adjusted. The respective approximate rents are adjusted annually on April 1st.

Operational costs

The general operational costs a tenant partially has to pay consist of the following expenses:

- water
- sewage
- cleaning of the chimney
- refuse disposal
- pest control
- illumination of general part of the house
- fire insurance
- liability insurance and insurance for damages to the water pipes
- insurance for other damages
- administrative costs
- public expenses
- cost in connection with communal supplies
- costs for the caretaker or house care

The account of the optional costs is stored at the estate management's office. Should the amount of optional costs be strangely high, it is recommended that you take a look at the account. If the account contains any positions that do not fit into one of the categories mentioned above, the estate management is supposed to give back the money to those who actually sue.

Unfortunately, incorrectly claimed operational costs are very common. Therefore, no one should be too timid to have the accounts checked. A lot of estate managements are bold enough to try it every year. They are, by the way, only obliged to give back the money to persons who actually sue.

All the other tenants get nothing. Thus this mode is very profitable for the estate managers.



Subsidised housing

Council flats

Flats owned by a cooperative society

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Council flats

A lot of city councils and communities provide very cheap flats. However, the prerequisites for application are very diverse.

In order to apply for a flat that is owned by the community, a reason has to exist.

Such reasons are, for example:

- the flat you live in is hazardous to your health (e.g. moist walls)
- specific conditions connected with age or health conditions as well as
- a handicap that demands a movement (in this case, a medical certificate has to be obtained)
- Overload i.e. the flat you live in is too small

Requirements for registration

- Completed 17th year of one's life
- Nationality: Austrian or European citizens, EEA – citizens or refugees according to the Geneva Convention
- Minimum time of main residence: depends on the community (in Vienna: at least two years)
- The sum of all the net incomes of the fellow-lodgers must not exceed a certain annual maximum.

- Since January 1st, 2006, also Non- EU- citizens have got the right to apply for a council flat in Vienna. This is true if the applicant fulfils the criteria mentioned above and has a 'permanent residency' confirmed. The pre-conditions for this are a five year long residency along with a regular income (no public welfare), social insurance as well as the fulfilment of terms of integration. According to an ordinance, also those people in possession of permanent residency permit that was introduced in 2003, are treated equally.

In especially urgent exceptions, an applicant may be treated with higher priority, e.g. if a mother splits up with her partner and wasn't registered in the tenancy agreement.

In any case, you have to fill in a form of application at the responsible district- administration (in Vienna it is called 'Wiener Wohnen'; it has a separate office for every district). If it is not an immediate emergency, it may take one to four years until you will receive an offer.

You don't have to take the first offer, though, since up to three flats are offered.

Flats owned by a cooperative society

Requirements for a flat of a cooperative society

Basically, you have to be in an urgent need for accommodation in order to be able to apply for a cooperative flat. This means that you have to stay in the respective flat and use it as your place of residence. Additionally, there are the following preconditions:

Citizenship

- Austrian citizens or
- EU – citizens or
- EEA – citizens or
- Non – EU- citizen with a residence permit or
- refugees according to the Geneva Convention

Age limit

- Completed 19th year of one's life (however, an application is possible from the 17th on)

Income

- The total of the net incomes of all fellow-lodgers has to be between a certain minimum and maximum

How do you get a cooperative flat?

Basically, there is the possibility to move into an older cooperative flat that has become vacant. However, these are very rare. Thus, you usually apply for one that is still under construction.

Costs of a cooperative flat

Every cooperative flat that is built causes building costs of about 1500 Euros per m² and more. One part of that is paid from subventions by the government. Another one is paid by a loan that is taken out by the building association and is added to the monthly rent. When moving in, the tenant has to pay 12, 5% of the construction costs. For financing this contribution, people can apply for a loan for personal means in Vienna. Other federal states provide also assistances and financial support. Operational costs, water and current are usually paid separately.

Remark: Most cooperate societies have websites, where free flats are offered, as well as information about flats that are under construction is provided. There, people can also register for the application. Unfortunately, newly built flats at good locations are very often full even before the respective project is even officially announced. Thus those people who know people in the business have got an advantage.



Financial aid

Assistance for the rent

Assistance for accommodation

Assistance for the loan

Assistance for personal loans

Assistances for students

The ÖH –Accommodation Fund

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Assistance for the rent

Financial aid for leasing charges

You can receive benefits if:

- the rent was increased by a decision of the mediation agency (after renovation of the house)
- the owner of the house claims a 'maintenance and improvement fee' (part of the monthly rent)

Income limits

Maximum amount of annual net income

one person	7300 Euros
two persons	9125 Euros
three persons	9745 Euros

For information and the application form, contact the revenue office's branch that is responsible for the district you live in.

General assistance for accommodation

Every federal state regulated the general assistances in the respective federal law. The following information relates to Vienna. For regulations in other federal states, please contact the local Social Affairs Office or the information service of the respective federal government.

In general, every tenant of any flat can apply for the general assistance. This means that you can rent the respective flat according to the market price and will be able to afford it, even if you haven't got a university graduate's income yet. This assistance is supposed to support locals as well as people from abroad who have been legally living for five or more years in Austria.

Flat size

The appropriate living space of sponsored and not-sponsored flats are:

Appropriate living space

one person	50 m ²
two persons	70 m ²
three persons	85 m ²
four persons	100 m ²
five persons	115 m ²

If your flat size exceeds the appropriate living space, expenses for the flat that are taken into account are proportionately shortened.

Income

The limits of the monthly minimum income are (amounts in Euro)

Limit of monthly minimum income			
Year	Monthly net income		
	1.person	2.persons	per child
2007	690,06	1.037,13	72,32
2005	630,17	969,04	67,07

Remark: Basically, the family allowance is not a part of the income. However, if you do not have enough money to reach the minimum income, it is added to the income, so you won't lose the claim.

The maximum admissible monthly income per household is, from 2007 onwards in relation to the size:

Income per household	
1 person	1.155,50 Euros
2 persons	1.446,19 Euros
3 persons	1.646,04 Euros
4 persons	1.824,09 Euros
5 persons	2.009,40 Euros
6 persons	2.191,09 Euros
7 persons	2.372,77 Euros

In case of a handicap, the respective limits are increased by 20%.

Flat expenses

Flat expenses only affect the rent, without the operational costs. However, only part of the rent is considered to be flat expenses, which is rendered. From this amount, the so called reasonable flat expenses are subtracted. This is the calculated proportion according to family size and income. So this is the amount that is expected from a person/family to be paid for the flat expenses.

Example: A student rents a 180m² flat on her own and pays a rent of 650 Euros. Since the accounted space for one person is just 50m², she has flat expenses of 181 Euros.

Out if these 181 Euros, she will have to pay reasonable flat expenses of about 73 Euros. The rest is paid with benefits. In the end, she pays a rent of 545 Euros for her place. Since the flat, including operational costs, still costs 763 Euros, she has to move you anyway. It is better she takes a 50m². This costs, including the assistance, only 160 Euros.

The calculation is a little bit complicated and requires some research. There are information brochures at the libraries and at the local government.

Certain groups are especially supported, mainly young families. Their income is reduced by 20% when it comes to the calculation. So they will get higher assistances.

Handing in the application

The form of application for assistance of accommodation has to be handed in at the MA 50, which is responsible for the accommodation assistances. This municipal authority also checks the correctness and adequacy of the rents, in order to assure that the assistance is granted for persons in need.

Head Office

1190 Vienna, Muthgasse 62
Tel: 01/4000 - 74880
Fax: 01/4000 99 - 74896

Branches

Am Schöpfwerk 29 Stiege6 Lokal 2
Tel: 01/ 863 34 - 23 650
Fax: 01/863 34 99 - 23650

Am Spitz 1, 3rd floor, Top 305
1210 Wien (municipal office)
Tel: 01/277 34 - 21650
Fax: 01/277 34 99 - 21655

Opening hours in all branches:

- Monday, Tuesday, Thursday and Friday from 8 a.m. to 1 p.m.
- On Thursdays additionally from 3.30 p.m. to 5.30 p.m.

You can also hand in the forms of application at

- the mediation agency (MA 16)
- the citizen service of Vienna (MA 55)

- all offices of the municipal authority

Remark: Get prepared for a lot of bureaucracy! You won't get the assistance because you need it, but rather due to a lot of discipline and endurance when it comes down to get all the required forms and documents! (www.wohnservice-wien.at)



Loan for personal means

A loan for personal means is an assistance that is granted to a person to finance building costs regarding a tenement, cooperative flat, freehold flat or council flat. This is valid if the flat were built with means from the building subventions of 1968, 1984 and subventions from the Viennese 'Building-Subvention and House Renovation Law' from 1989 – WWFSG 1989.

On the one hand, the amount of the loan is dependent on your personal family situation (i.e. how many persons, income, age or disability -more than 45%) On the other hand, it depends on the type of subvention for the respective house as well as the amount you have to pay with personal means and the appropriateness of the flat size.

The appropriate flat size for one person is a maximum of 50m². For two it is 70m² and for every additional person a plus of 15m². For young families additional 15m² are added.

Young families (i.e. no family-member is older than 40) and specially supported families (i.e. families with a minimum of three children as well as families with a person disabled more than 45%) can be granted a loan for personal means of up to 12,5% of the total building costs (i.e. 110 Euros/m²). This is supposed to help to finance the basic costs and is free of any interest in the first five years.

For the loan for personal means as well as for the loan for basic costs 0,5 % interests have to be paid (the reference period is half a year).

Every five years, there is an investigation on the net family- income and the size of the household.

This applies to all loan contracts that were signed after the WWFSG 1989's amendment on the 3/18/1998. Depending on the increase of net income, one might need to partially or fully pay back the loan early.

The basis of the facts mentioned above is the ordinance concerning the loan for personal means, proclaimed by the Viennese federal government on April 23rd, 1998, LGBL.No. 22, changed by the LGBL.Nr.60 on July 19th, 2001.

In simple terms: Someone who wants to, for example, rent a cooperative flat can finance the obligatory share of the building costs via the loan and pays back 1% of interests.

If someone renovates a flat (heating, installing a bathroom...) can finance the costs with a loan that is additionally supported by the state. This means that, in a scale of 10 years, you only have to pay approximately 66% of the money back!

Handing in the forms of application and further information:

- Accommodation Counsel by Bank Austria
Doblhoffgasse 6/ground floor/Top,
1010 Vienna
Tel: 01/ 4000 - 90190
Opening hours: Monday to Friday from 8 – 13 hours and Thursday 15.30 – 17.30 hours.
- In every branch of Erste Bank during the opening hours

Increased study- assistances for 'external students'

Please take all documents with you that prove your situation of living and income.

Information at: www.akwien.at

Remark: If you don't live in Vienna, ask at the Office of Social Affairs of your university or pedagogical academy about allowances in the concerned federal state.

than one hour to get to the respective place of study by using the cheapest public transport. Local transportation is not taken into account. It is only the distance between the current residence and the place of study, as well as the trip back that counts. Therefore, waiting periods, going on foot as well as trips within the hometown and at the place of study cannot be taken into consideration.

The reason for living at the place of study can be given before you start to study or even later on. By this, the commonly occurring problems of students on the housing market are taken into account. Therefore, the deliberate point of time where students provide a justification of their residence should not influence the amount of studying assistances. It is the need of a residence separate from the parents at the place of study which results in higher costs.

Increased study- assistances for 'external students'

For Students that have their residence in the community area of their place of study, due to the fact that their parent's residence is too far away to commute, the study assistance is increased by 182 Euros per month.

The only crucial thing is that it is not possible for the student to live with his/her parents, due to the great distance to the place of study. In the case of separation of the parents, the household in which the student has lived before is the point of reference.

The ministry of science decided issued an ordinance defining which communities are situated in a reasonable distance to the place of study, also with respect to the connection to traffic. Due to the great extent, this brochure does not include a detailed list. For more detailed information, please visit the ÖH- website (www.oeh.ac.at).

It is not reasonable anymore if it takes longer

Social fund of the Austrian National Union of Students

Students who are members of the Austrian National Union of Students and are conducting ordinary (and most recently exceptional) studies may get additional studying assistances. This is the case if they are in a particular social or financial distress.

The requirements for an assistance by the social fund are that the student does not live with his/her parents, is in need of social support and can prove an appropriate success in his/her studies.

Information, detailed preconditions and application forms can be obtained at every Social Affairs Office at the respective universities, as well as directly at the Social Affairs Office of the federal branch of the Austrian National Union of Students.

Counsel hours concerning the fund take place at the federal Social Affairs Office every Tuesday and Friday from 10 to 12 in the morning (a.m.).
Information under: 01/310 88 80 - 22

The social funds are financed by the federal representatives, the respective university/academy representatives as well as by the ministry (a third each). This is why the ÖH cannot provide money from the funds freely, but rather has to stick to relatively strict ruling on the part of the ministry.

Out of the many funds that are provided, only the one concerning accommodation are discussed here. Information on the other funds can be found in the brochure on social issues by the ÖH.

The Accommodation Funds

Students with high accommodation costs have the possibility to apply for an assistance that is paid from the Accommodation Fund. The flat size and the price per square metre have to be adequate for students.

Beside this, the general regulations of the social funds are to be applied. That means that the respective financial problems mustn't be the student's own fault. Additionally, the student mustn't receive any satisfying assistance from another source (ministry of science, insurance, other funds, official authority for studying assistances, chamber of workers etc.)

Forms of application have to be taken personally, or have to be sent via mail to the federal representatives of the Austrian National Union of Students. Along with the form of application, photocopies of all relevant documents (e.g. confirmation of income, registration form, confirmation of studies, etc.) have to be enclosed.

An application is reasonable in the following cases:

- if the rent is increased by at least 10%; if the new rent is higher than 200 Euros per month
- students that don't study in their hometown and who have to pay a monthly rent of more than 254 Euros
- if there is a compulsory prolonging of a certain relationship of utilization at a student

hall of residence (e.g. if the accommodation cannot be used fulltime due to a semester abroad but an interruption of payment is not possible)

- students with children as well as as well as disabled students who have to pay a monthly rent of more than 254 Euros.

Remark: there are also assistances by religious organisations and foundations. Very often they are not much promoted and are therefore more easily accessible, so researching and gathering information is vital!



Student hall of residence

Prerequisites, contract of utilization

Hostel's charter

Residents' representatives, terms and conditions

Termination

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Prerequisites, contract of utilization

Every 8th student lives there and probably every student can imagine what it is like: The student halls of residence. All the advantages of living in hostel share a common ground: The fact that lots of colleagues and people of your age are assembled in one place. On the one hand, this is an opportunity to get to know other students and to party more flexibly - on the other hand, learning in groups may make live at university easier.

Most of the students' hostels are financed by the republic or the federal states. An index including all hostels can be found at: www.oeh.ac.at.

A place for accommodation in the student hall of residence is received by signing a written contract of utilization with the respective holder of the residence. Things to keep in mind:

Students are, according to the Student hall of residence Law, all persons that study at a university, a university of arts, as well as students of vocational colleges and pedagogical academies, academies for social work and similar institutions. External students that are preparing for the entrance exams, or attend an academic course with the intention to start ordinary studies, are treated equally to the persons mentioned above. This is also true for scholarship holders from public institutions.

Places of accommodation that are financed by means to the state have to be distributed according to the degree of social need, the academic success, as well as to the distance to the hometown. As a consequence, recipients of studying benefits are preferred among others, as long

as the distance to the hometown justifies it.

If the student hall of residence is not full, it is possible that temporary agreements are signed with persons that are no students (In this case, a higher fee for utilization may be charged).

If the residence is used for other purposes during the summer (e.g. as a hotel or a pension), the holder of the residence is obliged to provide room for students that are present at the place of study, due to whatever reason.

The contract of utilization has to contain information on the particular residence place, the period of utilization, the period of notice, rental costs, the deposit and has to contain a mediation-clause.

The contract is signed for one year (except the student demands a period of two years when she/he starts to study). Until the end of the average duration of the chosen studies, it is possible to prolong the contract for one year each time, if there is proof of social need and an appropriate success (i.e. serious, focussed studying). However, a further prolongation is possible, even if the graduation is close at hand. Additionally, the period of utilization for hostel representatives is prolonged by one semester for every two years in service.

The fee for your residence accommodation is based on the principle of cost coverage. This means that the residence tries to cover the operational, administrative and maintenance costs with the remunerations. So if the hostel gets public subventions for the coverage of costs, these have to be considered for the calculation of the fees.

Hostel's charter

Rights that cannot be restricted

The right to lock the room, the right to have visitors (no matter if they live in the residence or not) according to the residence's rules, as well as the right to change your accommodation cannot be restricted by the contract of utilization.

Conflicts

In order to sort out conflicts that result from the contract of utilization, a mediation committee has to be formed in every students' hostel. This committee is formed for one year. It is important to notice that the committee is NOT responsible for solving conflicts that are due to a termination or leaving of the accommodation!

The mediation committee consists of one representative of the hostel's holder, one hostel representative and one of two mentioned chairmen/chairwomen. A trial at court is only possible if the mediation committee has already dealt with the issue. (except in cases of termination or leaving the accommodation) The affected side has the option to go to court until 14 days after the committee's decision.

After a hearing with the hostel's representatives (cf. below), every holder of a hall of residence is obliged to release a charter for an undefined period if time. The charter regulates principles on the distribution of rooms, administrative issues and the use of the hostel. Furthermore, it contains particulars about the residence holders and the respective rooms (number of rooms and shared supplies).



Hostel representatives and hostel- regulations

The hostel's representatives are especially important for the realisation of your interests. Beside their task to encourage an active social life, they have got many rights and represent you to the hostel's holders.

They determine the house rules and are able to have a look at the order of current applications. Furthermore, they can check the documents that determine the fees for utilization. Above this, they have got certain rights of approval when it comes to the termination of a lodger. On the other hand, they can formulate a request of termination to the hostel holder.

(At least three) hostel representatives as well as a chairman/woman are elected from and by the students that inhabit the hostel. They are always elected for the next year.

House rules

The house rules are valid for an unspecified period of time and are supposed to regulate the lodgers living together. In any case, guidelines concerning the following aspects have to be determined:

- ruling for giving away rooms as well as the reception of visitors
- the reorganisation of the hostel place and the use of electronic devices
- the use of common rooms and the kitchens, e.g. cultural and social events etc. (under the consideration of the house rules and general security- and order- restrictions)

Termination

- the number of members of the residence representatives as well as the procedure of their election

The chairmen and chairwomen elect the spokesmen/woman as well as the delegates of all the hostel representatives of one hostel holder.

Termination

Termination by a lodger

In spite of the many advantages that the students' hostel has to offer, it can happen that you may want to terminate your contract of utilization before it expires. The termination is possible at the end of the following month (period of notice). A longer period can be determined by the contract of utilization. However, in the case of urgent reasons (like military service, civilian service, quitting studies, graduation and change of the place of study) it can be disregarded. In any case a termination is valid at the end of the semester, it occurs until December 15th, or April 30th.

Termination by a residence holder

On the other hand, the holder also has the possibility to prematurely terminate your contract of utilization. This is also possible at the end of the following month (not earlier). However s/he is bound to certain reasons for termination. Therefore, s/he is only entitled to terminate the contract if

- you have graduated/quit your studies
- you don't use your hostel place
- you have exceeded the average duration of your studies
- you are guilty to have violated the responsibilities that are written in the contract of utilization (the hostel's charter and the house rules are part of the contract!) in spite of a warning and a threat of termination
- you conducted a criminal action against other lodgers (here an immediate validity of the termination is possible)
- you are no longer in need of social support

With respect to the last instance, the hostel representatives consent has to be given. In all the other cases, they only have to get a hearing.



Issues concerning moving

Compulsory registration

Gas and current

Temporary Change of Address Order

Telephone and radio

Furniture

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Compulsory registration

Movement is connected to a lot of changes. The following steps are partially obligatory, partially recommended. However, they should be conducted quickly.

Registration form

Deadline: within three days

responsible official authority:

- in Vienna: registration service of the municipal authorities
- in other federal states: registration service of the local government

Documents you have to take with you:

- ID proving your citizenship
- birth certificate
- the required number of registration forms (which depends on the respective official authority); you can get them at tobacco stores and at the local government. They have to be filled in and signed by the tenant and the landlord/lady
- all registration forms of former residences
- tenants that are no Austrian citizens need a travel document (e.g. a passport)

Revenue office

A change of your address has to be reported to the respective revenue office that is responsible for the particular district.

Usually, a non-formal letter carrying your social insurance number is sufficient.

Health insurance agency

A change of your address has to be reported to the respective health insurance agency that is responsible for the area of your residence.

Driving licence

Due to the new law concerning driving licences (per November 1997), a change of your address in your driving licence has to be reported to the responsible official authority within six weeks. This is only necessary if your residence is situated in the area of a different official authority and is also valid for old driving licences.

Responsible official authorities:

- federal police administration (in Vienna the traffic agency)
- the district administration agency (the district administration of your residence)

An ordinary letter (including a photocopy of the registration form) is sufficient.

Fees: There are no fees

Gas and current

Car insurance

The car insurance has to refer to the new address. To make this possible, a confirmation of insurance has to be obtained from your insurance company. This is necessary to change the car licence.

Attention: The confirmation of insurance is only valid for three days.

Car licence

The data in your car licence has to be changed within one week after you have changed your address. This change is free of charge by the insurance company, if you move within the same district.

Bank, insurance

The change of your address has to be reported to the respective institutions. Usually an ordinary letter is sufficient. Sometimes you have to add a photocopy of the registration form. It is recommended to inform the insurance company before you move to another place.

At first, you have to make an appointment with an employee of your provider who measures your total consumption at the old residence. At the new place, an appointment for activating your gas and current has to be made too.

If your connection is just transferred, you have to contact the energy provider after the preceding tenant cancelled his/her registration. The provider will send to you a registration form as well as a paying- form for the fee of about 6 Euros.

Attention:

- the tenant has to be present
- the registration form or the tenancy agreement has to be shown

If there is no device that measures your consumption of gas/ current, a plumber/electrician has to write a report which is sent to the energy- provider.

Community heating

Before you move out of the old flat, you have to request a form of termination. At the same time, you have to register the new address in order to receive the bills. The written notification of termination has to be carried out before the tenancy agreement expires. If you live in a council flat, you have to make an appointment with the respective company that is responsible for monitoring the heating. If you live in a freehold flat, tenement or cooperative flat, you have to contact the provider of community heating directly.

Temporary Change of Address Order

Remark: If you live in Vienna, you can find more information about community heating at:
www.fernwaermewien.at

Temporary Change of Address Order

The request of a Temporary Change of Address Order or of a pigeonhole is recommended. The respective forms are available at every post office and have to be handed in at one of the counters.

Fees:

Home country

- for regular consumers: 10 Euros for up to 3 months
- for business customers: 10 Euros per quarter
- Temporary Change of Address Order during holidays: 7,50 Euros for up to one month

Abroad

- for regular consumers: 8,14 Euros per quarter
- for business customers: 12,21 Euros per quarter
- Temporary Change of Address Order during holidays: 6,10 Euros for a maximum of one month

Telephone and broadcasting services

Registration and changes of registration in connection with TV- broadcasting and radio

Forms for the registration of radio and TV- broadcasting services are yellow and read 'MELDUNG'. They are available online, at post offices as well as at tobacco stores and selected banks, where they can also be handed in.

A change of registration can be done under 0810 00 10 80 (everywhere in Austria). Forms for the change of registration of radio and broadcasting services are orange and read 'ÄNDERUNGSMELDUNG'. They are also available online, at post offices as well as at tobacco stores and selected banks, where they can be handed in.

Attention: The identification number of the respective connection has to be filled in when you want to change the registration

Reporting the use of broadcasting services can be done online. Further information is provided by the ORF- information service and the GIS.

Remark: People who receive studying assistances as well as people who are e.g. in civilian service, are freed from broadcasting fees! The best way to find out is directly at the information service (www.orf-gis.at)!

Registration of the telephone

The connection at the old address has to be terminated or passed on to the next tenant. If the

tenant following you keeps the telephone connection, no termination is required. In this case, a form of transfer for the respective connection has to be filled out and taken to a post office.

Forms for termination are available at every post office. This form has to be filled in and handed in at the counter. If a phone was provided, it has to be returned. The disconnection takes five or six days.

For the new address, a new registration of the connection has to be requested. It is possible to keep the old number, just mark the respective field in the form. However, this is only possible in special cases. What matters are technical factors like the distance between the new and the old address. A new connection is installed within 6 days.

Fees: 156,97 Euros without a phone

If you don't want to be listed in the telephone book, please mark the respective field in the form.

All forms mentioned above are available at post offices or are delivered on request. You can get further information at the post office or from Telekom Austria Inc under 0800 100 100 (free of charge).

If you are a customer of a private company, you have to report the new address to which the bills are sent. Usually an ordinary note or fax including your new address and customer ID is sufficient.

If you don't want to keep your old number at the new address, inform your provider.

Cable TV

Mind an eventual termination in time. Usually it is sufficient to notify your provider that you want to keep the connection at the new address. However, if there is no existing connection at the new address, the contract has to be terminated.

Announcement of new address and phone number

At every post office, you can get forms to announce your new address and telephone number.

Fees: 0,55 Euros

Almost every insurance company offers insurance for your home, which is generally recommended.

What is covered?

In the case of a core- version, the insurance company covers all damage caused by fire, water, storms, etc. Burglary and glass damage are included as well. (even bicycles and buggies are insured)

Who is insured?

Basically the person who signs the contract is insured. Part of the overall insurance is a mandatory insurance by which children who live in the household are insured too. That means even if the child causes damage outside the flat, the insurance pays.

Furniture

How much is the insurance?

On average, it costs about 150 – 250 Euros per year. However, it's worth the money anyway, because even minor water damage may cost hundreds of Euros. Ask for a reduction (usually 10 to 20%). Some insurance companies offer special packages for students. Bargaining is both possible and recommended.

Caritas Spendenlager Retz

Hauptplatz 34
2700 Vienna
Opening hours:
Mon – Fr.: 9 – 18hrs.
Sat.: 9 – 13hrs.

ARGE Vienna – Altmöbelverkauf

Lorenz Mandl Gasse 31 -35
1160 Vienna
Tel. 01/4939049 or 01/439392
Opening hours:
Mon – Fr.: 8 – 17hrs.

Furniture

In general, students don't have much money and looking for a flat tends to be expensive. Therefore, we provide some tips on how to get cheap second hand furniture. Maybe you'll find some precious antiques.

Caritas Spendenlager Mittersteig

Mittersteig 10
1050 Vienna
Tel. 01/963720
Opening hours:
Mon – Fr.: 9 – 18hrs.
Sat.: 9 – 13hrs.

Caritas Spendenlager North (also clothes)

Teinheilgasse 3
1210 Vienna
Tel. 01/2599969
Opening hours:
Mon – Fr.: 10 – 18hrs.
Sat.: 9 – 13hrs.



Appendix A

Looking for Accommodation

Where can I find accommodation?

**Österreichische
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www.oeh.ac.at

Where can I find accommodation?

- computer database of the Viennese council, accommodation service centres
- write to the united building- association (1010 Vienna, Bösendorferstraße 7, Tel. 01/505 58 24-0)
- ask colleagues, friends and relatives
- hire a real estate agent (causes costs!)
- skim through newspaper advertisements
- field work: 'watch out' for vacant flats
- search on the internet: there are plenty of vendors on the internet. Be cautious, because websites cannot be used as evidence. So get in touch with the vendor, but don't sign any contracts online.

The most important thing to keep in mind when looking for a flat is to call as soon as possible! If you read an interesting advertisement, don't believe that you can call the estate agent in a couple of days. In most cases, you will be mistaken! Professionals read the newspaper advertisements during the weekend and start calling the estate agent on Monday at 8 a.m. (every ten minutes). Always remember: try to get the very first appointment for the inspection!

The ÖH Accommodation-stock

Here you can find offers for both tenements and hall rooms, as well as jobs for financing your accommodation.

www.jobwohnen.at

www.immobilien.net

Most real estate agents put their offers on this website. Sometimes the amounts are incorrect.

'Immobilienbazar'

Sometimes quite cheap flat can be found in the 'Immobilienbazar'. The problem is that these bargains are already rented in a couple of hours. Therefore there's one tip: at Westbahnhof, the 'Immobilienbazar' is already released on Tuesday at about 1 p.m. If you can grab it Tuesday at noon instead of evening or even the next day, you can walk to the inspection that afternoon!

'Die Presse' on weekends

Nicely readable and sometimes affordable offers

Krone

There you very often find rather cheap studio apartments.

'Kurier' on Saturdays

Provides a great variety of offers

Write to the estate managements

This is just profitable if you write sixty or more letters. However, if just one answers, you may get cheap accommodation. In fact, there are cases where this worked out.

Write to the mayor

Well, at least one person was successful. A young woman wrote to the former mayor, Dr. Helmut Zilk and asked him for a cooperative flat. In the end, she got what she wanted. Today, she is still living in this particular flat.



Appendix B

Checklists

Checklist for the inspection

1. Check you personal financial situation

- savings
- check reliable loans before you start your search
- calculate the costs for the purchase
- keep an eye on monthly costs

2. Problematic areas before signing the tenancy agreement

- be careful when signing an obligatory offer to the estate agent
- don't let anyone push you
- don't pay a deposit
- read the contract carefully; don't accept obscure facts; if anything is unclear, ask (either right away, or contact a tenant-organisation)!

3. Problematic areas when signing the contract

- costs in connection with the signing: Always demand receipt that indicate where the money is going. (deposit; top-up fees; commission; the amount of the monthly rent, operational costs and taxes)
- have unusual clauses checked before you sign the contract
- always keep a copy of all documents

Tipp: If you recognise any deficiencies during the inspection or the handing-over, have them confirmed and take pictures for evidence.

Checklist for the inspection

Always conduct the inspection in broad daylight. Nevertheless, take a flashlight with you!

The flat

- Mind the size in m² with respect to the effective area
- In the case of freehold flats: utility value
- Rooms: numbers; what kind of rooms? size including adjoining rooms like bathroom, toilet, closet and anteroom
- Does the arrangement of the rooms correspond to the ground plan?
- The flat's orientation (to the North/South?)
- Heating installation: are the valves okay? are there any signs of moist?
- Bathroom facilities: water pressure; warm water; sink; illumination
- Washing machine or laundry room?
- Kitchen/kitchenette: look under and behind the fridge and the sink
- Check for water stains, mould and the room's aeration
- If furniture is included: check the quality (open drawers and cupboards; check for moist), range
- Check the (natural) illumination
- Overall condition of the flat (are there any damages?)
- Condition of the walls and the ceiling, especially the corners

- Condition of the floor-covering (have a look under the carpets)
- Open the windows; have a look at the window sills; is there any noise?
- Do the doors close; do they remain opened?
- Illumination of the room
- Are the wires sufficient? Condition? Are there shock proofed sockets? fuse box; safety of the electricity. Does the oven have a separate circuit?
- Gas lines sufficient? Condition?
- Is there already a connection for the phone?
- Is renovation necessary? Allowance by the estate management? Price?
- Possible date to move in
- Situation of the flat inside the house (storey, yard, street)
- Neighbours: potential noise or smell (e.g. from restaurants)
- cellar
- balcony
- Is it possible to use the garden (price)?
Parking lot/basement garage? (price?)
- Is it allowed to have pets?
- Is it possible to install shelves or pictures?

Block of flats

- Fabric of a building (it is almost impossible

to drill holes into walls made of concrete)

- Overall condition of the building
approximate year it was built in
- Are there any renovations to be expected?
(costs? increase of the rent? disturbance?)
- Condition of the façade
- The estate manager's name or the owner's name
- Is there a room to store bicycles or buggies?
(condition, costs)
- Other common rooms? (condition)
Illumination of the common rooms (staircase, aisle)
- keys

Location of the block of flats

- location in the village/city
- Any green parks nearby?
- Are there going to be any constructions in the future?
- Noise and smell due to traffic or business?
- Distance and (public) transportation to the university/working place
- General parking situation
- Infrastructure (pharmacies, supermarkets, etc.)



Appendix C

Contacts

Residence holders

Important legal terms

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Wohnrechtsberatung der ÖH-Bundesvertretung

Josef Iraschko und Doris Schlager
4., Taubstummengasse 7-9
immer Dienstags von 9 bis 12 Uhr
und Donnerstags von 13-16 Uhr
Telefon 01/310 88 80 - 52
Mail wohnrecht@oeh.ac.at

Zentrale Schlichtungsstelle

19., Muthgasse 62

Telefon 4000-74510

FAX 4000-99-74500

Öffnungszeiten: Montag und Mittwoch 8 bis
13 Uhr, Donnerstag 15.30 bis 17.30 Uhr
Anlaufstelle bei Schwierigkeiten bzw. Rechtsstreitigkeiten zwischen MieterInnen und HauseigentümerInnen bzw. Hausverwaltung.
Überprüfung von Hauptmietzinsen von Objekten, welche nicht gefördert sind und nicht dem Wohnungsgemeinnützigkeitsgesetz 1979 unterliegen (Überprüfung des Richtwertmietzinses)

Außenstellen

Für den 1., 8. und 9. Bezirk

9., Alserbachstraße 18
534 36-01088

Für den 2. und 22. Bezirk

2., Obere Augartenstraße 26-28
211 06-02088

Für den 3. und 11. Bezirk

11., Guglgasse 14, Gasometer D
711 34-03088

Für den 4. und 5. Bezirk

4., Schönbrunner Straße 7/2. Stock
546 34-05088

Für den 6. und 7. Bezirk

7., Hermannsgasse 24-26
521 34-07088

Für den 10. Bezirk

10., Laxenburger Straße 43-47
605 34-10088

Für den 12., 13., 14. und 23. Bezirk

12., Schönbrunner Straße 259
811 34-12088

Für den 15. und 16. Bezirk

15., Gassgasse 8-10
891 34-15088

Für den 17., 18. und 19. Bezirk

19., Muthgasse 62
360 34-19088

Für den 20. und 21. Bezirk

20., Dresdner Straße 75/EG
331 34-20088

MieterInnenorganisationen

Verein für Konsumenteninformation

1060., Mariahilferstraße 81

Telefon: 0900-940024

Telefonische Beratung in Wohnrechtsa

ngelegenheiten: Mo-Fr 9-15 Uhr

(Gebühr: 1,09 Euro pro Minute)

www.konsument.at

Mietervereinigung Österreichs

1010., Reichsratsstraße 15
 Telefonisch zu erreichen, von Mo-Fr 9-18 und Mi 9-18 Uhr
 Tel.: 401 85-0
www.mietervereinigung.at

Mieterselbsthilfezentrum

1090., Liechtensteinstraße 123
 persönliche Beratung: Mi 9-13, Do und Fr 14-18 Uhr
 telefonische Auskünfte und Vereinbarungen: Mo-Fr 10-18 Uhr
 Telefon: 480 88 33

Wiener Wohnen Service Telefon (Gemeindewohnungen in Wien)

05 75 75 75
 täglich von 7-19 Uhr
www.wien.gv.at/wienerwohnen

TIPP: Die Homepage der ArbeiterInnenkammer Wien ist sehr empfehlenswert, wenn man/frau sich über die Rechte als MieterIn und die Pflichten des/der VermieterIn informieren will. Hier einige Auszüge:

- **Wohnrecht Betriebskostabrechnung**
 Auskunft über die Betriebskostenabrechnung und die Hauptmietzinsabrechnung nach dem Mietrechtsgesetz
 Broschüre - Aktualisierte Auflage Jänner 2003,
 Walter Rosifka, kostenlos
 HerausgeberIn: Kammer für Arbeiter und Angestellte für Wien; Download: wien.arbeiterkammer.at/pictures/Betriebskostenrechnug.pdf

- **Wohnrecht für Mieter von Genossenschaftswohnungen**
 Broschüre - Auflage September 2000, Walter Rosifka, kostenlos
 AK Wien
wien.arbeiterkammer.at/pictures/d25/Mieter_von_Genossenschaftsw2005.pdf
- **Wohnrecht Mietrecht für Mieter**
 Broschüre - Auflage August 2000, Walter Rosifka, kostenlos
 AK Wien
wien.arbeiterkammer.at/pictures/Mietrecht_fuer_Mieter.pdf

Universitäten, Universitätsvertretungen und ÖH- Sozialreferate

Bundesvertretung der ÖH

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Sozialreferat

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sozial@oeh.ac.at

oder +43 (0)1/ 58801 – 49502
Fax: +43 (0) 1/ 586 91 54
www.htu.at

Sozialreferat

Tel. : +43 (0) 1/ 58801 – 49510
Fax : +43 (0) 1/ 586 91 54
sozial@htu.at
www.htu.at/soziales

Universitäten

Die Links sind nach Städten geordnet. Es sind immer zuerst die Homepages der Uni angegeben, dann folgen die der ÖH-Universitätsvertretungen.

Universität Wien

1010 Wien, Dr.-Karl-Lueger-Ring 1
Tel.: +43 (0) 1/ 4277 – 0
www.univie.ac.at

Universitätsvertretung

1090 Wien, Spitalgasse 2,
Hof 1, Trakt 2B, EG
Tel.: +43 (0) 1/ 4277 – 19501
www.oeh.univie.ac.at

Sozialreferat

Tel.: +43 (0) 1/ 4277 – 19 553
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Fax: +43 (0) 1/ 4277 – 9195
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Technische Universität Wien

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Tel.: +43 (0) 1/ 58801 – 0
Fax: +43 (0)1/ 58801 – 41099
www.tuwien.ac.at

Universitätsvertretung

1040 Wien, Wiedner Hauptstraße 8-10
Tel.: +43 (0)1/ 58801 – 49501

Wirtschaftsuniversität Wien

1090 Wien, Augasse 2-6
Tel. : +43 (0) 1/ 31336 – 0
Fax: +43 (0) 1/ 31336 – 740
www.wu-wien.ac.at

Universitätsvertretung

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Tel.: +43 (0) 1/ 31336 – 5400
Fax: +43 (0) 1/ 31336 – 748
www.oeh-wu.at

Sozialreferat

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soziales@oeh-wu.at
www.oeh-wu.at/soziales

Universität für Bodenkultur Wien

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Tel.: +43 (0) 1/ 47654 – 0
www.boku.ac.at

Universitätsvertretung

1180 Wien, Peter-Jordan-Straße 76
Tel.: +43 (0) 1/ 47654 – 2000
<http://oeh.boku.ac.at>

Sozialreferat

Tel.: +43 (0) 1/ 47654 – 2004
Oder Tel.: +43 (0) 1/ 36006 – 2090
sozial@oehboku.at

Universität für angewandte Kunst Wien

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 Tel.: +43 (0) 1/ 71133 – 0
pr@uni-ak.ac.at
www.dieangewandte.at

Universitätsvertretung

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 Fax: +43 (0) 1/ 712 87 73
oeh_office@uni-ak.ac.at
www.dieangewandte.at/oeh

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Tel.: +43 (0) 1/ 71133 – 2270
 Fax: +43 (0) 1/ 712 87 73
oeh_office@uni-ak.ac.at
www.dieangewandte.at/oeh/referate

Akademie der bildenden Künste Wien

1010 Wien, Schillerplatz 3
 Tel.: +43 (0) 1/ 58816 – 1818
 Fax: +43 (0) 1/ 58816 – 1898
www.akbild.ac.at

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Universität für Musik

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www.mdw.ac.at

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www.hmdw.ac.at

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hmdw-sozial@mdw.ac.at

Veterinärmedizinische Universität Wien

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 Fax: +43 (0) 1/ 250 77 – 1090
www.vu-wien.ac.at

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 Fax: +43 (0) 1/ 250 77 – 1790
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sozial@hvu-wien.ac.at
www.hvu.vu-wien.ac.at/referate/sozialreferat

Medizinische Universität Wien

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 Fax: +43 (0) 1/ 40160 910 – 000
infopoint-meduni@meduniwien.ac.at
www.meduniwien.ac.at

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**Universität für künstlerische
und industrielle Gestaltung Linz**

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 Fax: +43 (0) 316/ 380 – 9140
www.kfunigraz.ac.at

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oeht.sozial@meduni-graz.at
<http://oeht.meduni-graz.at/wer-wir-sind/referate/sozialpolitik>

Montanuniversität Leoben

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Tel.: +43 (0) 3842/ 45 272 – 0
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Universität Klagenfurt

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uni@uni-klu.ac.at
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Pädagogische Hochschulen und Studierendenvertretung

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www.uni-salzburg.at

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Universität Mozarteum Salzburg

5020 Salzburg, Mirabellplatz 1
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Fax: +43 (0) 662/ 6198 – 3033
www.moz.ac.at

Universitätsvertretung

5020 Salzburg, Mirabellplatz 1
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oeh-sekr@moz.ac.at
<http://oeh.moz.ac.at>

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Tel.: +43 (0) 512/ 507 – 0
www.uibk.ac.at

Universitätsvertretung

6020 Innsbruck, Josef-Hirn-Straße 7
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info@oeh.cc
www.oehweb.at

Sozialreferat

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www.i-med.ac.at

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Pädagogische Hochschulen

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oeh@phwien.ac.at
<http://pabw.dachverband-stuv.ac.at>

Pädagogische Hochschule Niederösterreich

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Pädagogische Hochschule Oberösterreich

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 Fax: +43 (0) 732/ 7470 – 3090
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Studierendenvertretung

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stuvphooe@gmx.at

Pädagogische Hochschule Steiermark

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Studierendenvertretung

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oehtphgraz.at
oehtbpa-graz.at
<http://oehtphgraz.at>

Pädagogische Hochschule Tirol

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Pädagogische Hochschule Vorarlberg

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www.ph-vorarlber.ac.at

Studierendenvertretung

stv.ph-feldkirch@gmx.at

Hochschule für Agrar- und Umweltpädagogik

1130 Wien, Angermayergasse 1
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sekretariat@agrariumweltpaedagogik.ac.at
www.agrariumweltpaedagogik.ac.at

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http://stuv.kphvie.at

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www.pze.at/stv

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office@ph-linz.at
www.phdl.at

Studierendenvertretung

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 Fax: +43 (0) 732/ 79 73 06
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(in Stams)**

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Fax: +43 (0) 512/ 561 763 – 20
info@kph-es.at
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Important legal terms

(Haupt-)Wohnsitz – place of residence

Ablöse – top- up- fee (=Zusatzgebühr)

Abschlag – subtraction, discount

Anbot - offer

Arbeiterkammer – chamber of workers

ärztliches Attest – medical certificate

Aufenthaltsgenehmigung – residence permit

Aufwand – expenses

außerordentliche Studienunterstützung –

additional studying assistance

Ausstattungskategorien – supply categories

Baukosteneigenmittel - building costs paid with personal means

Baukostenzuschuss – obligatory share of the building costs

Befreiung – exemption

Befristung – limitation

Behörde – official authority

Benutzungsverhältnis - relationship of utilization Benutzungsvertrag – contract of utilization

Besichtigung – inspection

Bezirksgericht – district court

Bezirksstelle – district- administration

Bezirksverwaltungsbehörde – district administration agency

Bruttomonatsmiete - gross rate of tenancy

Bundesland – federal state

Bundespolizeidirektion – federal police administration

Daueraufenthalt – permanent residency

Dienstwohnung – company housing

Eigenmitteldarlehen

Eigenmitteldarlehen – loan for personal means

Eigentumswohnung – freehold flat

Einmalzahlungen – singular payments

Erhaltungs- und Verbesserungsbeitrag - maintenance and improvement fee

Fachhochschule – vocational college

Familienbeihilfe – family allowance

Fernwärme – community heating

Finanzamt – revenue office

Finanzamt – revenue office

Gebührenpflichtig – chargeable

Geburtsurkunde – birth certificate

Gemeindeamt – local government

Gemeindewohnung – council flat

Genfer Convention – Geneva Convention

Genossenschaftswohnung – cooperative flat

Gerichtsverhandlung – trial

Grundsteuer – land tax

Haftpflichtversicherung - liability insurance

HauptmieterIn – regular tenant

Hausverwaltung – estate management

Heimordnung – house rules

Heimstatut – residence charter

herabgesetzter Mietzins – reduced rent

Höchstbeitrag – maximum financial contribution

ImmobilienmaklerIn – real estate agent
 Integrationsvereinbarung – terms of integration
 Investitionersatz – compensations for investments

Kaution – deposit
 Klausel – clause
 Kostenvoranschlag – estimate of costs
 Krankenkasse – health insurance agency
 Kündigung – termination
 Kündigungsfrist – period of notice
 Kündigungsschutz - protection from unwar-
 ranted termination

Landesgesetz – federal law

Magistrat – municipal authority
 Mehrwertsteuer – Value Added Tax (VAT)
 Meldezettel – registration form
 Miete – tenancy
 MieterInnen- Organisation – tenant- organi-
 sation Mietrecht – law of tenancy
 Mietvertrag & Mietverhältnis - tenancy
 agreement & tenant and landlord relation-
 ship
 Mietzinsbeihilfe – Assistances for the rent
 Mietzinsbeschränkungen – rent regulations
 Mietzinsvorauszahlung – paying the rent in
 advance

Nachsendeauftrag – Temporary Change of
 Address Order
 Naheverhältnis – proximity

Nettomiete – net rate of tenancy
 Novelle – amendment
 Nutzfläche – effective area

PächterIn – leaseholder
 Provision – commission
 Räumungsvergleich – action of eviction
 (=Räumungsklage)
 Richtwert – approximation value
 Rücktrittsrecht – right of withdrawal from a
 contract

Schadensersatzanspruch - claim for com-
 pensation
 Scheinuntermiete - Fictitious- subtenancy
 Schlichtungsausschuss- mediation commit-
 tee
 Schlichtungsstelle - mediation agency
 Schriftform – written form
 Sozialhilfe – public welfare
 Sozialversicherung – social insurance
 Sozialversicherungsnummer – social in-
 surance number
 Studienbeihilfenbehörde - official authority
 for studying assistances
 Studierendenheimgesetz - Student hall of
 residence Law

Unbefristeter Niederlassungsnachweis –
 certificate of unlimited settlement
 Untermiete – subtenancy
 Untermietverträge – subleases

Verkehrsamt – traffic agency

Verordnung – ordinance
Versicherungsbestätigung – confirmation of insurance
Vertragserklärung – binding proposal
Verwaltungskosten – administrative costs

Wohnbeihilfe - Assistance for accommodation
Wohngemeinschaft – flat- sharing
Wohnrecht – law of habitation
Wohnungsaufwand – flat expenses

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Zeitwert – current value
Zinsen - interests
Zulassungsschein – car licence
zumutbarer Wohnungsaufwand – reasonable flat expenses
Zuschlag – excess charge

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