UTAP CHECKLIST

For your Move In

Congratulations on your new home! Please see the requirements to sign your utilities with UTAP:

* Before you finalize the signing of your contract, please make sure your landlord has given you the MARKLOKATIONS-ID(MaLo) /Residence. Locator # \*REQUIRED\*and the Energy Report of the home \***IF AVAILABLE\***.
* Please make sure that your WATER and/or FERNWÄRME is under your operational costs (Nebenkosten)- if applicable
* ***YOU HAVE ONE BUSINESS DAY FROM THE DAY YOU SIGN YOUR LEASE TO SIGN UP FOR YOUR UTILITIES WITH UTAP.***
* Visit the UTAP office (ONE BUSINESS DAY) prepared with: a hard copy of your lease, your orders, your MARKLOKATIONS-ID(MaLo) /Residence Locator# \*REQUIRED\*and Energy report and the meter number(s)**IF AVAILABLE\***.
* If you are a contractor, you must provide your CAC, Passport and SOFA card.
* Once you complete the walk-through of your home, please revisit the UTAP office with a **signed** Meter Reading -Übergabeprotokol sheet, hard copy of the meter pictures, completed by either Mission Essential or your landlord.\ within one business day.
* Pay the UTAP APPLICATION FEE – Cash or Credit Card (VISA, MasterCard, Discover, AMEX or MiltaryStar card.
* Once you receive your Welcome packet via email within a few days of sign-up, bring it in so a UTAP representative can go over with it with you.
* Make sure you provide annual meter readings- It is always the anniversary date of when you moved in.
* Make sure you keep all annual bills for reconciliation purposes.

For any concerns, please contact us at [us.army.stuttgart.incom.mbx.vat-utap@army.mil](mailto:us.army.stuttgart.incom.mbx.vat-utap@army.mil)