UTAP CHECKLIST

For your move out

We are sorry to see you go! Please see the requirements to close out UTAP and your utilities with UTAP:

* Once you know you have a move out date, WITHIN 14 days, you need to come by with your the MARKLOKATIONS-ID(MaLo) /Residence Locator # and the meter numbers-\*REQUIRED\*.
* ***YOU HAVE ONE BUSINESS DAY FROM THE DAY YOU MOVE OUT TO COMPLETELY DEREGISTER YOUR METER(S) – if you do not give meter readings, your account stays active and you remain responsible for the utility, and you will continue to pay, even if someone else moves in***
* 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.
* Your bank account must remain open for 90 days. If you are changing banks, please make sure you have your new IBAN and BIC available with you.
* Your final bill will be sent to you via the email that you provide on your close-out form.
* Once you receive your final bill, it is due 14 days afterwards (the date will be on the bill). IF it is not paid, they will attempt to draft it out one more time. If still not paid, it is sent for collection with additional handling fees.

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)