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\*
* Once you do your FINAL walk-through (the day you hand over the keys to your landlord, you will have your Übergabeprotokol filled out, SIGNED and take pictures of your meter(s)
* ***YOU HAVE 24 HOURS 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.
* You must keep your bank account 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 to American collections.

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)