# Utility Transfer Checklist

*This checklist is designed to assist landlords, tenants, or property managers with the organized transition of utility services during a change of tenancy or ownership. Use this document to avoid service disruption, billing issues, and to ensure all parties are informed of their responsibilities.*

## Property Details

* **Property Address:** {propertyAddress}
* **Unit/Apartment Number:** {unitNumber}
* **Transition Date:** {transitionDate}
* **Outgoing Party Name:** {outgoingName}
* **Incoming Party Name:** {incomingName}

## Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Phone** | **Email** |
| {#contacts}{role} | {name} | {phone} | {email}{/contacts} |

## Utility Providers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **Provider** | **Account Number** | **Date to Transfer** | **Status** |
| {#utilities}{service} | {provider} | {accountNumber} | {transferDate} | {status}{/utilities} |

## Special Instructions

{#specialInstructions}

* {instruction}

{/specialInstructions}

## Final Readings & Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Utility** | **Final Reading** | **Date** | **Photo Taken** |
| {#finalReadings}{utility} | {reading} | {date} | {photoTaken}{/finalReadings} |

## Confirmation

* **Outgoing Party Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** {outgoingSignatureDate}
* **Incoming Party Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** {incomingSignatureDate}