MOVE UTILITY TRANSFER CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List one utility or administrative transfer action per row.

STEP 2 Assign a person and record the next review date.

STEP 3 Keep the supplier confirmation separate from a request you have only sent.

STEP 4 Which fact or document still needs checking?

MOVE UTILITY TRANSFER CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	UTILITY OR TRANSFER ACTION	PERSON RESPONSIBLE	REVIEW PROGRESS	CONFIRMATION REFERENCE AND NEXT STEP

Outstanding question or record to confirm

MOVE UTILITY TRANSFER CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List one utility or administrative transfer action per row.

Concrete next action	Owner / due

ACTION 2 Assign a person and record the next review date.

Concrete next action	Owner / due

ACTION 3 Keep the supplier confirmation separate from a request you have only sent.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This desk does not contact suppliers, change an address or confirm service availability. Keep account numbers out of shared exports.

- [ ] Source checked
- [ ] Next action assigned