

Business Move Form

Your Details

Name: Daytime contact number:

Email address: Status (please tick as appropriate):

Property & Supply Details

Supply Address:

Incoming Tenant Outgoing Tenant Landlord

Post Code:

Supply Details

Electricity supply numbers	Meter serial numbers	Current electricity meter readings
S <input type="text"/>	<input type="text"/>	<input type="text"/>
S <input type="text"/>	<input type="text"/>	<input type="text"/>

Gas supply number	Meter serial number	Current gas meter reading
MPRN: <input type="text"/>	<input type="text"/>	<input type="text"/>

Details of change

Date responsibility for property changed:

Outgoing customer & business name:

Forwarding address for outgoing business: <input type="text"/>	Landlord's name & contact number: <input type="text"/>
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Incoming customer & business name:

Company reg no. <input type="text"/>	Email for billing purposes* <input type="text"/> <small>*Please provide this as paper bills incur a £2.00+VAT fee per invoice.</small>
Correspondence address (if different to supply address): <input type="text"/>	Preferred contact number for business: <input type="text"/>

Landlords only need to complete this section

Are you expecting to let or sell the property in the near future? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, do you expect to use any electricity or gas in the property in meantime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact details (in case we need to gain access to the property) <input type="text"/>
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Confirmation section

Name (BLOCK CAPITALS): Signature:

Position in business: Date:

Please note that we may request further documentation to verify the change of responsibility which include, but not limited to, a valid Land Registration document, tenancy agreement, management agreement and/or solicitors letter. All documents must be signed and dated and where feasible, witnessed by an independent party.