

CHANGE OF TENANCY

MOVING NEEDN'T BE STRESSFUL

Ideally you should contact us at your earliest convenience before you move as your change of tenancy can take up to 10 working days to process.

We may require you to submit further documentation.

Please be aware that failure to provide the correct information will result in the change of tenancy being delayed, therefore the existing name will remain on the account until the correct documentation has been provided.

New Tenant/Occupier

Please note that from the date that you become responsible for the property you will be charged at our **Deemed Energy Plan** until an alternative tariff is agreed to.

Please fill out the below information including your full name and title, a telephone number and an email address.

If you have a forwarding address for the previous tenant/occupier please provide the details.

The new tenant/occupier needs to provide the following:

- Lease agreement which has been signed and dated by both the tenant and landlord if renting or
- Proof of purchase if you own the premises
- Your most recent meter reading (if not provided, this will be estimated)
- Your Business Rate Documents from your local council

Please tick the applicable box (Required)

Moving Status	Moving out <input type="checkbox"/>	Moving in <input type="checkbox"/>		
Business Type	Sole Trader <input type="checkbox"/>	Limited Company <input type="checkbox"/>	Residential Customer <input type="checkbox"/>	Landlord <input type="checkbox"/>
What supply does this form apply to? (Please click all that apply)	Gas <input type="checkbox"/>	Electric <input type="checkbox"/>	Water <input type="checkbox"/>	

Company Details (Required)

Change of Tenancy Effective Date:	
Site Address Line 1:	
Site Address Line 2:	
Town/City:	
County:	
Post Code:	

Main Contact (Required)

Name:	
Position in Company:	
Email Address:	
Landline Telephone Number:	
Mobile Telephone Number:	
Business Address:	
Full Registered Business Name & Trading as name:	
Company Registration Number:	
Sole Trader Name & Trading as name :	

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Meter Details (Required)

For Electricity, Meter Point Admin Number (MPAN):	<input type="text"/>
For Gas, Meter Point Reference Number(MPRN):	<input type="text"/>
For Water, provide the Supply Point ID (SPID):	<input type="text"/>
Meter Serial Number(s):	<input type="text"/>
Final/Opening meter reading*:	<input type="text"/>
Date reading was taken*:	<input type="text"/>

* If not provided, your bill will be estimated until we have accurate meter readings.

Contact Details (Required)

Incoming Name:	<input type="text"/>
Incoming Email:	<input type="text"/>
Incoming Contact Number:	<input type="text"/>
Landlord's Name:	<input type="text"/>
Landlord's Email:	<input type="text"/>
Landlord's Contact Number:	<input type="text"/>

Email: Simply, save the completed form to your own PC (using the 'File' and 'Save Copy') and then include the document as an attachment in a new email to changeoftenancy@yuenergy.co.uk