

## Change of Tenancy Details (Electricity/Gas)

This form should be completed when you give up responsibility for a site

If you are moving out of a site but will maintain responsibility for the empty property, please do not use this form but notify us of the date you vacate and take a meter reading

**Fields in red are mandatory - if they are not completed we will be unable to process this form and you will remain responsible for the bills**

**Company Name**

**Contact Name**

Mpan/MPR

\*If you have more than one Mpan  
please use multiple forms

**Contact Number**

Meter  
Reading

**Account Number**

**Site Address**

Final  
Invoice  
Address










**Date of change of tenancy/Date handed back to landlord**

### New Occupant Details

**Company Name**

Alternative Billing  
Address for new  
Occupant e.g.  
A Landlord or Head  
Office Address

Contact Name

**Contact Number**

Email




**Additional Information** (if the usage of the building is changing please include details here)