

CHANGE OF TENANCY

We aim to make moving business premises as smooth as possible

MOVING NEEDN'T BE STRESSFUL

We recognise how stressful moving premises can be for businesses and that's why we're here to help.

Ideally you should contact us at your earliest convenience before you move as your change of tenancy can take up to 28 days to process.

Required 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.

Please provide original copies or certified copies, if you have photocopied versions, ensure they have been certified by a professional, for example:

- Registered accountant(s) or solicitor(s)
- A bank or building society
- FCA registered company or person or
- The Post Office will certify documents for a fee.

If they are members of a professional body please provide their membership number where possible on the documentation, this must be stamped with the business address and will be checked via Companies House and professional body websites such as ICAEW, The Law Society and FCA register.

Vacating the Premises

Please note that you remain responsible for the energy supply to the premises and all costs associated with it until you go through our change of tenancy process.

The tenant vacating the premises needs to provide the following information:

- Surrender or Assignment of Lease Document
- Email address for final utility bill invoice
- If the premises is the responsibility of the landlord please complete Incoming/Landlord section on page 2
- Please provide your latest meter reading, if not provided, this will be estimated on your final utility bill invoice

New Tenant/Occupier

Please note that from the date that you became responsible for the property you will be charged at our [Deemed Energy Plan](#) until an alternative tariff is agreed to.

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 provide 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.

CHANGE OF TENANCY FORM



Please complete this form and send it to changeoftenancy@yuenergy.co.uk

Section 1

Company Details (Required)

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

Main Contact (Required)

If you do not know the incoming business details please put the landlord's details.

Outgoing

Incoming/Landlord

Name:		
Position in Company:		
Email Address:		
Landline Telephone Number:		
Mobile Telephone Number:		

If known please provide the following, the more information you are able to provide to quicker we will be able to process your Change of Tenancy form.

Outgoing

Incoming/Landlord

For Electricity, Meter Point Admin Number (MPAN):		
For Gas, Meter Point Reference (MPR):		
For Water, provide the Supply Point ID (SPID):		
Meter Serial Number(s):		
Final/Opening Meter Reading*:		
Date Reading Was Taken*:		
Full Registered Business Name & Trading as Name:		
Company Registration Number:		
Sole Trader Name and Trading as Name:		

Is this premises residential? Yes/No?

If Yes, please provide a certified copy of your council tax documents.

Yes

No

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

Section 2

(Required)

We require the following information, whether you are leaving or moving into the premises

Outgoing - Forwarding Details

Incoming - Billing Details

If you do not know the incoming business details please put the landlord's details:

Responses in this section are mandatory

Contact Name:

Telephone Number:

Email Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Billing Address (If you are a Sold Trader please provide your personal address details).

Address Line 1:

Address Line 2:

Town/City:

County:

Post Code:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Further supporting information:

Once completed

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

Please remember to either send / attach proof of ownership or copy pages from your lease where applicable

We will contact you to confirm completion or if we need any further information. You do not need to contact us once you have submitted this form.