

Change of Tenancy Notification Form

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Site address						
COT/Novation date		Meter Reading(s) taken on departure				
Who notified us?	Departing	New	Landlord	Broker	Other	
Full Name (Broker details if applicable and LOA)						
Method of notification?	Telephone	Email	Letter	Other		
Is the property sub-let?	Yes		No			
SECTION A- Current Occupant Details						
Title		First Name				
Surname						
Customer/Business name						
Forwarding address						
Telephone (Landline)						
Telephone (Mobile)						
Email address						
Are you moving your business to new premises?	Yes	No	Would you like a quote for your new business premises?	Yes	No	
SECTION B- New Occupant Details						
Title		First Name				
Surname						
Customer/Business name						

Business type	Sole Trader	Trading As	Limited	Domestic	Other
Company Reg No. (Limited company)					
Address (Billing address)					
Home address (Required if company is T/A)					
Telephone (Landline)					
Telephone (Mobile)					
Email address					

Haven Power to complete

COT validation	Validated with both occupants		Validated with current occupant only	Validated with new occupant only
Has a lease been provided?	Yes	No		

If details are 'unknown' please state this within the required information.
If details are 'declined' please state this within the required information.