

## Change of Tenancy Form (Commercial)

Once completed, please return this form and any other information requested by post to: COT Department, Dual Energy, Premium House, The Esplanade, Worthing, BN11 2BJ. Alternatively scan and email the documents to: [cots@dual-energy.co.uk](mailto:cots@dual-energy.co.uk)

Your Details			
Full Name:			
Company/Business Name:			
Telephone Number:		Mobile:	
Email Address:			

Property Details	
Site Address & Postcode:	
MPAN(s):	
Meter Serial Number(s):	
Current Meter Reading(s):	

Change of Tenancy Date/Read(s)	
Change of Tenancy Date:	
Meter read(s) on change of tenancy date:	

Outgoing Occupier Details			
Company/Business Name:			
Contact Name:			
Telephone Number:		Mobile:	
Forwarding Address:			

Incoming/New Occupier Details		
Business Name:		
Company Registration Number:		
Contact Name:		
Telephone Number:		Mobile:
Email Address:		
Billing Address: (Leave blank if same as property address)		

Landlord Details (if site is being taken over by landlord)	
Full Name:	
Address:	
Telephone Number:	

### Change of Tenancy Application – Checklist

Please tick to confirm that you have enclosed the following:

- A copy of the Lease/Tenancy Agreement or solicitor letter
- A completed Direct Debit Instruction for monthly payment

Important: Failure to provide these items will result in your tenancy change request being rejected.

- Finally, please tick here if you would like us to contact you with details of our discounted supply rates and Price Match Guarantee.

Authorisation		
Signed: _____	Name: _____	Date: _____