

# Change of Tenancy Notice

Moving out of your business premises



## Moving out or moving on?

It's easy to close your existing account with us, and if you are moving to new premises it's just as easy to take us with you. Just return this completed form and we'll do the rest.

Account No

Company Name

Supply Address

Postcode

Contact Name

Email

Daytime Tel

Forwarding Address

(to send final bill)

Postcode

Move Out Date DD-MM-YYYY  
(as stated on your Lease Agreement)

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**IMPORTANT:** Please send us a copy of your Lease Agreement when returning this form.

### Electricity - Final Reads:

Single/Day Rate  
Meter Reading

Eve/Wkend Rate  
Meter Reading  
(if applicable)

Night Rate  
Meter Reading  
(if applicable)

**Gas**  
Final Meter Reading

**IMPORTANT:** Please provide final meter readings taken on your move out date as specified above.

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To help us support the new tenant and ensure a smooth change of tenancy process, please complete this section below.

## New Tenant/Owner Details

Company Name

Contact Name

Email

Tel

Lease Start/Completion Date      –      –

Once completed, please return both pages of this notice by post or email to the details below:

**Address:** Business Customer Services, Utilita Energy, Hutwood Court, Bournemouth Road, Chandlers Ford, SO53 3QD

**Email:** [businessenergy@utilita.co.uk](mailto:businessenergy@utilita.co.uk)

Once we've received your completed form, we will be in touch. If you would like us to continue as your energy supplier, we will just need to complete the switching process again so we can supply you at your new business premises.

**IMPORTANT:** Please remember to leave the Smart Energy Monitor, User Guide and Top-Up Cards behind for the next occupier.