# Change of Tenancy Form

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| 1. Current Customer - In accordance with the terms and conditions of the Supply Contract you are required to provide us with at least 25 Business Days’ notice of any vacation and/or sale of a Site and to complete the information required on this form.  Please note, where you fail to provide us with the required information then this may result in you remaining responsible for the electricity supplied to the Site. | | | |
| Customer Name: |  | Account Ref: |  |
| Site Ref: |  | Contact Name: |  |
| Site Address: |  | Tel No: |  |
|  |  | Email Address: |  |
|  |  | MPANs: |  |
| Post Code: |  | Date of Transfer: |  |
| To finalise billing, please confirm the invoicing address details if different from the above: | | | |
| Signature: | | | |

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| 2. New Customer Details (if unavailable please advise of Landlord/Letting Agent or Solicitors contact information) | | | |
| New Customer Name: |  | | |
| Company Registration No: |  | | |
| Registered Address: |  | | |
| Post Code: | | | |
| Estimated Annual Consumption (kWh): | |  | |
| Solicitor/Letting Agent or Landlord: | Tel No/E-mail: |  |  |
| Domestic or Commercial Supply? |  |  |  |
| Are you a Micro Business Customer\*? |  |  |  |
| \*A non-domestic consumer is defined as a Micro Business if it meets one of the following criteria:   * Employs fewer than 10 employees (or their full-time equivalent) and has an annual turnover or balance sheet no greater than £2 million; or * Uses no more than 100,000 kWh of electricity per year; or * Uses no more than 293,000 kWh of gas per year.     A full definition of what constitutes a Micro Business customer is provided by Ofgem [here](https://www.ofgem.gov.uk/key-term-explained/micro-business-consumer):  <https://www.ofgem.gov.uk/information-consumers/energy-advice-businesses/types-business-energy-contracts> | |  |  |
| Are you a Small Business Consumer\*? |  |  |  |
| \* A non-domestic consumer is defined as a Small Business Consumer if it meets one of the following criteria:   * Employs fewer than 50 employees (or their full time equivalent) and has an annual turnover no greater than £6.5 million or balance sheet total no greater than £5.0 million; or * Uses no more than 200,000 kWh of electricity per year; or * Uses no more than 500,000 kWh of gas per year. | | | |
| **New Billing Details (If different from above)** | | | |
| Company Name: | | | |
| Address: | | | |
|  | | | |
|  | | | |
| Post Code: | Tel No: |  |  |
| Contact Name: | Email Address: |  |  |

|  |  |  |
| --- | --- | --- |
| Site Contact Details (If different from above) | | |
| Company Name: | | |
| Address: | | |
|  | | |
|  | | |
| Post Code: | Tel No: |  |
| Contact Name: | Email Address: |  |

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| 3. Meter Reading Details | |
| Meter Serial Number: | Meter Read Date: |
| Meter Reads: | |
| (Where there is more than one register, please list all readings and register numbers) | |

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| 4. Next Steps |

You are free to move to a preferred electricity supplier of your choice as there is no termination notice required on our deemed rates, or for sites undergoing the COT process.

This supply has been placed on our deemed rates and will be governed by our deemed Terms and Conditions.

<https://www.smartestenergy.com/en_gb/customer-service/industrial-and-commercial/out-of-contract-and-deemed-rates/>

Please return the completed form to: [SEL-COT@smartestenergy.com](mailto:SEL-COT@smartestenergy.com)