

# 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 a copy of your Tenancy/Lease Agreement and we'll do the rest.

Account No

Company Name

Trading Name

Supply Address

Postcode

Registered 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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**NOTE:** You MUST also send us a copy of your Lease Agreement for us to be able to process the Change of Tenancy

### Electricity – Final Reads:

Single/Day Rate

Meter Reading

Night Rate

Meter Reading  
(if applicable)

Eve/Wkend Rate

Meter Reading  
(if applicable)

**Gas** – Final

Meter Reading

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## Landlord Details

Company Name

Contact Name

Email

Tel

**NOTE:** Landlord details are mandatory if new tenant details are not known

## Broker Details (if applicable)

Contact Name

Email

Tel

**NOTE:** If you are a broker acting on behalf of the client, please provide a copy of your letter of authority

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                      -                      -

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

**Address:** Utilita Energy  
Office 45-46, Lanswoodpark Business Centre,  
Broomfield House, Broomfield Road,  
Elmstead Market, CO7 7FD

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

If you end your contract during a fixed term contract period then you will have to pay a termination fee of 20% of your monthly price multiplied by the number of months remaining in your fixed term contract (starting from the date that your 30-day notice period expires). Your monthly price will be based on a twelfth of your estimated annual consumption multiplied by your energy rate plus any standing charge. For example, the termination fee will be £480 if: Number of months remaining in fixed period = 8 Cost per annum = £3,600.

You must make sure that your payments to us are up to date. If you end your contract during a fixed term contract period, you must provide us with 30 days' notice to cancel your supply contract. You may be required to pay your termination fee unless you request that we continue your supply contract with your new premise. In this case, we may need to change your charges depending on your new requirements at your new premise.

We may ask for proof that you have left the premise. If you do not provide us with 30 days' notice and/or documentary proof that you have left when we ask you to, we may continue to charge you for the energy consumed at the premise until either your notice period expires or someone else tells us that they have become responsible for the energy supply.

For more information, please visit [business.utilita.co.uk/terms](https://business.utilita.co.uk/terms) where our Terms and Conditions and Principal Terms & Conditions are available.

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