

# Change of Tenancy Notice

Landlords and Letting Agents



## Change of Tenancy in your business premises?

It's easy to register a change of tenancy at your business premises. Just return this completed form and we'll do the rest.

Account No

(if known)

Landlord / Letting  
Agent Name

Supply Address

Postcode

Contact Name

Email

Tel

Billing Address

(if different from supply address)

Postcode

Date you are  
responsible from

(if applicable) DD-MM-YYYY

— —

To

(if applicable)  
DD-MM-YYYY

— —

### Meter Readings

Please select which type of readings you are supplying: Start reads      Final reads

Single/Day Rate  
Meter Reading

Night Rate  
Meter Reading  
(if applicable)

Eve/Wkend Rate  
Meter Reading  
(if applicable)

**Gas** - Meter Reading

Is there a new tenant/owner?    YES                      NO

If Yes, complete the New Tenant details section on page 2 of this Change of Tenancy Notice.

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## 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:** 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)