

CHANGE OF TENANCY

We aim to make moving business premises as smooth as possible

MOVING NEEDN'T BE STRESSFUL

We recognise how stressful moving premises can be for businesses and that's why we're here to help.

Ideally you should contact us at your earliest convenience before you move because you remain responsible for the energy supply to the premises and all costs associated with it until you go through our change of tenancy process*.

Required Documentation:

Please be aware that failure to provide the correct information will result in the change of tenancy being rejected, therefore the existing name will remain on the account until the correct documentation has been provided.

Please provide original copies or certified copies, if you have photocopied versions, ensure they have been certified by a professional, for example:

- Registered accountant(s) or solicitor(s)
- A bank or building society
- FCA registered company or person

If they are members of a professional body please provide their membership number where possible on the documentation, this must be stamped with the business address and will be checked via Companies House and professional body websites such as ICAEW, The Law Society or FCA register.

Vacating the Premises

If you are a tenant vacating the premises please provide the following information:

- Surrender or Assignment of Lease Document
- Forwarding address for final invoice (must be different to the current site address)
- If the premises is the responsibility of the landlord please complete 'Landlord Ownership'
- On your last day in the premises, please ensure you provide a meter reading

New Tenant/Occupier

If you are a new tenant/occupier please provide the following:

- Lease agreement which has been signed by both the tenant and landlord (renting)
- Proof of purchase (own premises)
- On your first day in the premises, please ensure you provide a meter reading
- Your meter operator / DC / DA (If applicable)

Please provide your full name and title, a telephone number and an email address.

If you have a forwarding address for the previous tenant/occupier please provide the details.

* Change of Tenancy can take up to 28 days to process

Once you have completed the Change of Tenancy form, please email it to changeoftenancy@yuenergy.co.uk

CHANGE OF TENANCY FORM

Please complete this form and send it to changeoftenancy@yuenergy.co.uk.

Company Details (mandatory)

Change of Tenancy Effective Date:

Site Address:

Post Code:

Outgoing

Incoming

If Electricity, provide the Meter Point Admin Number (MPAN):

If Gas, provide the Meter Point Reference (MPR):

Meter Serial Number (s):

Final / Opening Meter Reading:

Confirm date that reading was taken:

If you are the new owner / tenant, advise of the Estimated Annual Consumption:

Full Legal Business Name or Trading as Name:

If non-limited company, specify Name of Business Owner (s):

Company Registration Number (if applicable):

Legal Entity (Please tick as appropriate):

Incorporated Company
(Registered)

☐

Unincorporated Company
(Non-Registered)

☐

Sole Trader
(If you are a sole trader, please provide your personal address details in 'Section 4' overleaf)

☐

Partnership/LLP
(If you are a sole trader, please provide your personal address details in 'Section 4' overleaf)

☐

Other

Incorporated Company
(Registered)

☐

Unincorporated Company
(Non-Registered)

☐

Sole Trader
(If you are a sole trader, please provide your personal address details in 'Section 4' overleaf)

☐

Partnership/LLP
(If you are a sole trader, please provide your personal address details in 'Section 4' overleaf)

☐

Other

Main Contact

Name:

Position in Company:

Email Address:

Landline Telephone Number:

Mobile Telephone Number:

Fax: Number

If you are vacating the premises we require the following information

*Responses in this section are mandatory

Section 1

Forwarding address for final invoice:
(if not the side address)

If this premise is now the responsibility of the Landlord please complete section 5

Telephone Number:

Email Address:

Section 2

If you have sold the premises, along with this form, you should return proof of ownership (including the date of sale). You can do this by either:-

- a) attaching the document to the same email when you return this form OR
- b) posting a copy, along with this form, to the correspondance address provided below

Alternatively, provide the Land Register Title Number:

Section 3

If you are a new Tenant/Occupier ensure that, along with this form, you return copy pages of your lease (including parties involved/particular pages and signatures). You can do this by either:-

- a) attaching the pages to the same email when you return this form OR

- b) posting a copy, along with this form, to the correspondance address provided below

Please provide the following information -

Full registered and / or postal address:

Contact Name:

Telephone Number:

Email Address:

Please also provide the following information -

Full postal address for all invoices:

Section 4

If you are a Sole Trader please provide -

House Name / House Name:

Post Code:

Date of Birth:

Section 5

If the premise is now reverting back to the Landlords, please provide -

Landlords full address and Business Name:

Contact Name:

Telephone Number:

Email Address:

Outgoing

Incoming

Forwarding address for final invoice: (if not the side address)
If this premise is now the responsibility of the Landlord please complete section 5
Telephone Number:
Email Address:

Alternatively, provide the Land Register Title Number:
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Parties involved (Landlord/Tenant) ☐	Particular Pages ☐	Signatures ☐

Contact Name:
Telephone Number:
Email Address:
Please also provide the following information -
Full postal address for all invoices:

House Name / House Name:
Post Code:
Date of Birth:

If the premise is now reverting back to the Landlords, please provide -
Landlords full address and Business Name:
Contact Name:
Telephone Number:
Email Address:

Once completed

Send via post

Correspondance Address:

Yü Energy, Unit 2, Horizon Place, Mellors Way,
Nottingham, NG8 6PY

Email Manually: Simply save the completed form to your own PC (using 'File' and 'Save Copy') and then include the document as an attatchment in a new email to changeoftenancy@yuenergy.co.uk.

Please remember to either send / attach proof of ownership or copy pages from your lease where applicable.