

Change of Tenancy Notice

Moving into new business premises

Welcome to your new business premises supplied by Utilita Energy

It's easy to register your own account with us, just return this completed form and a copy of your Tenancy/Lease Agreement and we'll do the rest.

Company details

Company name

Company reg number

Trading name

Supply address

Postcode

Registered address

Postcode

Contact name

Email

Tel

Billing address

Move in date

(as stated on your Lease Agreement)

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

Electricity – Start reads

Single/day rate meter reading

Night rate meter reading

Eve/weekend rate meter reading

Date of meter reading

Gas meter read

Start read

Date of meter reading

NOTE: You **MUST** provide us with start meter reading(s) for us to be able to process your Change of Tenancy. Alternatively, you can send us meter reading(s) by simply taking a photo.

Sole trader (if applicable)

Full name

Date of birth

Home address

NOTE: Please supply us with a copy of a Form of ID & Proof of Residency

Landlord details (if applicable)

Company Name/Landlord name

Company reg number

Contact name

Email

Tel

NOTE: Only applicable if the landlord is a Limited Company

Broker details (if applicable)

Broker name

Email

Tel

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

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

Once we've received your completed form, we will be in touch.

You will be automatically placed on our Business Variable Tariff. Where you move into premises that we supply without agreeing on a contract with us, our deemed contract terms will apply. Deemed contract terms do not have a fixed end date or fixed energy rates and are usually higher than fixed-term contracts.

We will charge you our Business Variable Tariff rates for the electricity supply or gas supply (or both) at each deemed premise. We will change the Business Variable Tariff from time to time. The current rates (correct at the time of print) can be found on our website at business.utilita.co.uk/downloads

Our best prices are available on our Fixed rate deals. Please call our Business Energy Sales Team on **01376 313 248** to get a quote.