

Change of Tenancy Form

(For SmartestEnergy Business Customers)



In accordance with the terms and conditions of the Supply Contract you are required to provide us with at least 10 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 this may result in you remaining responsible for the electricity supplied to the Site. Should you need help completing this form, please contact our UK Customer Services on 01903 703400.

1. Property Details

Site Address &
Postcode:

MPAN/s (Electricity):

Meter Serial Number/s
(Electricity):

MPRN/s (Gas):

Meter Serial Number/s
(Gas):

2. Outgoing Tenant Details

SmartestEnergy
Account Number/s:

Business Name:

Contact Full Name:

Contact Landline
Number:

Contact Email:

Forwarding Address &
Postcode:

Premises Leave Date:
(dd/mm/yyyy)

Meter Reading/s
(upon leave date):

Electricity

Gas

NB: To help finalise billing, please provide a photo of the meter/s by email to: cots.business@smartestenergy.com

Would you like us to quote
your new supply? Yes / No

3. Incoming/New Tenant Details

Business Name:

Company Reg Number:

Contact Full Name:

D.O.B:

Contact Landline
Number:

Contact Mobile
Number:

Contact Email
Address:

Billing Address:
(Leave blank if same as
property address)

Business Opening
Hours:

Business Type/
Market Sector:

Premises Entry Date:
(dd/mm/yyyy)

Meter Reading/s
(upon entry date):

Electricity

Gas

NB: To help process your enquiry please provide a photo of the meter/s by email to: cots.business@smartestenergy.com

4. Landlord Details (if site is being taken over by landlord)

Contact Full Name:

Landlord Address:

Contact Number:

Contact Email:

5. Broker Details

Contact Full Name:

Broker Name:

Contact Number:

Contact Email:

6. Payment Instruction

Account Name/s:

Account Number:

Sort Code:

Bank/Building Society Name:

Signed:

Name:

Date:

Instruction to your Bank / Building Society

Please pay SmartestEnergy Business Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain SmartestEnergy Business Ltd and, if so, details will be passed electronically to my Bank/Building Society.



The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit SmartestEnergy Business Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request SmartestEnergy Business Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by SmartestEnergy Business Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when SmartestEnergy Business Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

7. Declaration

Please tick to confirm that you have enclosed the following:

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A copy of the Lease/Tenancy Agreement or Solicitor Letter

Important: Failure to provide this may result in your tenancy change request being rejected.

My signature confirms that all the information given on this application form is true and correct. I understand that any falsification or deliberate omissions may result in my application being rejected and/or the termination of service with SmartestEnergy.

Signed:

Name:

Date: