

# Change of Tenancy Form (Commercial Properties)

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## Your Details

Name	<input type="text"/>		
Company Name and Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Company Registration Number	<input type="text"/>	Telephone Number	<input type="text"/>
Email Address	<input type="text"/>	Fax Number	<input type="text"/>

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## Property Details

Site Address	<input type="text"/>		
MPAN(s)	<input type="text"/>		
Meter Location	<input type="text"/>		
Current Meter Reading(s)	<input type="text"/>	Meter Serial Number	<input type="text"/>

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## Change of Tenancy Date/Read(s)

Meter read(s) on Change of Tenancy Date:	<input type="text"/>	Change of Tenancy Date:	<input type="text"/>
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## Outgoing Occupier Details

Change of Tenancy Date:	<input type="text"/>	Telephone Number	<input type="text"/>
Email Address	<input type="text"/>	Fax Number	<input type="text"/>
Forwarding Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

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## Incoming/New Occupier Details

Company/Business Name	<input type="text"/>		
Company Registration Number	<input type="text"/>		
Telephone Number	<input type="text"/>	Contact Name	<input type="text"/>
Fax Number	<input type="text"/>	Email Address	<input type="text"/>

Billing Address

  
  

Will site be Trading or Vacant?

Trading  Vacant  Copy of Lease/ Tenancy Agreement Yes  No

Please state business use

Payment Method

CHAPS  BACS  DIRECT DEBIT  CHEQUE

Account Name

Account Number

 Sort Code 

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### Sole Trader Only

Name of Proprietor

Nature of Business

 Date of Birth 

Home Address

  
  

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### Landlords Details

Name

 Telephone Number 

Address

  

Signed

 Date 

Name (Please Print)