Change of Tenancy notification
Landlord form

Section A - Your details

Title		First name	
Surname			
Organisation name			
Address	Line 1		
	Line 2		
	Line 3		
	Postcode		
Landline number			
Mobile number			
Email address	example@example.co.uk		

Section B - Site details

Supply number			
Site address	Line 1		
	Line 2		
	Line 3		
	Postcode		
Date previous tenant left the site address	DD/MM/YY	Date new tenant moves/moved in	DD/MM/YY
Date of reading	DD/MM/YY	Meter serial number	Located on your meter

Meter reading(s)

Unsure how to read your meter?

Use our helpful guide: energy.drax.com/support/how-to-read-your-electricity-meter

Or take a photo and send to us at **meterread@drax.com**

Register	Reading (please provide a reading for each register on your meter)
e.e. R1	0000
e.e. R2	0000
e.e. R3	0000

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Section C - Details of previous occupant (or other responsible party)

Title		First name	
Surname			
Organisation name			
Forwarding address Please enter the details of where we should send the final invoice	Line 1		
	Line 2		
	Line 3	Postcode	
Landline number			
Mobile number			
Email address	example@example.co.uk		

Section D - Details of new tenant (or other responsible party)

Validating your change of responsibility

To protect you, we'll take all necessary steps to validate a change of responsibility. You can help by emailing us any supporting documents (e.g. a lease): **movingpremises@drax.com**

Title		First name	
Surname			
Organisation name			
Organisation type	Limited, LLP, Sole Trader, Landlo	Company registration number	
Billing address (If different from site address)	Line 1		
	Line 2		
	Line 3	Postcode	
Home address This is required if the business operates as a sole trader	Line 1		
	Line 2		
	Line 3	Postcode	
Landline number		Mobile number	
Email address	example@example.co.uk		

I can confirm the information provided on this form is true and accurate to the best of my knowledge. Also, I understand and accept that if Drax later discovers that the information was deliberately misleading, it can hold me accountable for any charges accumulated during this period.

Signed _____ Date _____