

# 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

## Section B - Site details

Supply number

Site address Line 1

Line 2

Line 3

Postcode

Date previous tenant  
left the site address

Date new tenant  
moves/moved in

Date of reading

Meter serial number

Meter reading(s) Register

Reading  
(please provide a reading for each register on your meter)

Unsure how to read your meter?

Use our helpful guide:  
[energy.drax.com/support/how-to-read-your-electricity-meter](https://energy.drax.com/support/how-to-read-your-electricity-meter)

Or take a photo and send to us at  
[meterread@drax.com](mailto:meterread@drax.com)

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

Title First name

Surname

Organisation name

Forwarding address Line 1

Please enter the details of where we should send the final invoice Line 2

Line 3 Postcode

Landline number

Mobile number

Email address

## 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): [contactteam@drax.com](mailto:contactteam@drax.com)

Title First name

Surname

Organisation name

Organisation type Company registration number

Billing address Line 1

(If different from site address) Line 2

Line 3 Postcode

Home address Line 1

This is required if the business operates as a sole trader Line 2

Line 3 Postcode

Landline number Mobile number

Email address

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

\_\_\_\_\_

Drax Energy Solutions Limited, The Havens, Ransomes Europark, Ipswich IP3 9SJ VAT number GB 818 2900 29  
Tel: 01473 632598 Email: [contactteam@drax.com](mailto:contactteam@drax.com) Website: [energy.drax.com](http://energy.drax.com)

Registered Office: Drax Energy Solutions Limited, Drax Power Station, Selby, North Yorkshire, YO8 8PH. Registered in England and Wales No:05893966