

Change of Tenancy notification

Moving out form



Supply number	<input type="text"/>	Account reference	<input type="text" value="e.g. A11111 / C22222"/>
Site address	Line 1 <input type="text"/>		
	Line 2 <input type="text"/>		
	Line 3 <input type="text"/>		
	Postcode <input type="text"/>		
Your moving out date	<input type="text" value="DD/MM/YY"/>		
Date of reading	<input type="text" value="DD/MM/YY"/>	Meter serial number	<input type="text"/>
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 Or take a photo and send to us at meterread@drax.com	e.e. R1	<input type="text" value="00000"/>	
	e.e. R2	<input type="text" value="00000"/>	
	e.e. R3	<input type="text" value="00000"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

Section A - Your details

Title	<input type="text"/>	First name	<input type="text"/>
Surname	<input type="text"/>		
Organisation name	<input type="text"/>		
Job title	<input type="text"/>		
Forwarding address	Line 1	<input type="text"/>	
	Line 2	<input type="text"/>	
	Line 3	<input type="text"/>	
	Postcode	<input type="text"/>	
Landline number	<input type="text"/>		
Mobile number	<input type="text"/>		
Email address	<input type="text" value="example@example.co.uk"/>		

Section B - Details of incoming party (if known).

If you don't know who's moving in, please provide the details for the Landlord of the site address.

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

Title		First name	
Surname			
Organisation name			
Organisation type	Limited, LLP, Sole Trader, Landlord, Domestic...		
Company registration number			
Billing address	Line 1		
(If different from site address)	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 _____