

Change of Tenancy notification Moving out form



Supply number		Account Reference	
Site address	Line 1		
	Line 2		
	Line 3		
	Postcode		
Your moving out date			
Date of reading		Meter serial number	
Meter reading(s)		Register	Reading (please provide a reading for each register on your meter)
<p>Unsure how to read your meter? Use our helpful guide: www.havenpower.com/news/how-to-read-electricity-meter/ Or take a photo and send to us at meterread@havenpower.com</p>			
Section A - Your details			
Title		First Name	
Surname			
Business name			
Job title			
Forwarding address Please enter the details of where we should send your final invoice	Line 1		
	Line 2		
	Line 3		
	Postcode		
Landline number			
Mobile number			
Email address			

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): contactteam@havenpower.com

Title		First Name	
Surname			
Business name			
Business type			
Company registration number			
Billing address <small>(If different from site address)</small>	Line 1		
	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 Haven Power later discovers that the information was deliberately misleading, it can hold me accountable for any charges accumulated during this period.

Signed

Date
