

Change of Tenancy notification

Moving in form

Supply number			
Site address	Line 1		
	Line 2		
	Line 3		
	Postcode		
Your moving in 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			
Business type			
Company registration number			
Job title			
Billing address This is where we'll send your invoices. Only enter if different from site address.	Line 1		
	Line 2		
	Line 3		
	Postcode		

Home address This is required if you're a sole trader	Line 1	
	Line 2	
	Line 3	
	Postcode	
Landline number		
Mobile number		
Email address		

Section B - Landlord's details

If you're unable to provide any details below, it may take longer for us to complete your Change of Tenancy request. 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			
Landlord's address	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 _____