

Change of Tenancy notification Landlord form



Section A - Your details			
Title		First name	
Surname			
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: www.havenpower.com/news/how-to-read-electricity-meter/ Or take a photo and send to us at meterread@havenpower.com			

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

Title		First Name	
Surname			
Business 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			

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@havenpower.com		
Title		First Name	
Surname			
Business name			
Business type			
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			

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 _____