Change of Tenancy Notice

If you are moving out of your business premises you need to complete the following form and attach any documentation stated in this form. Once we have received this form we will be able to process the change of tenancy.

Agency Name
& Broker Name:

Account No

Company Name

Supply Address

Postcode

MPAN / MPRN

Contact Name

Email

Mobile Number

Forwarding Address
(to send final bill)

Postcode

Move Out Date DD-MM-YYYY
(As stated on your Lease Agreement)

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NOTE: You MUST also send us a copy of your Lease Agreement for us to be able to process the Change of Tenancy

Electricity - Final Reads:

Single/Day Rate
Meter Reading

Night Rate
Meter Reading
(if applicable)

Eve/Wkend Rate
Meter Reading
(if applicable)

Gas
Final Meter Reading

NOTE: You MUST provide us with meter reading(s) for us to be able to process the Change of Tenancy

Change of Tenancy Notice

Moving out of your business premises

To complete the change of tenancy process we need the details of the new tenant or the owner of the property, without this information we are unable to action the change

Please tick	New Tenant	☐	Land Lord	☐	Owner Details ☐
Company Name					
Contact Name					
Email					
Tel					
Lease Start/ Completion Date					
Correspondence Address					
Post Code					

Once completed, please return this form by email to the details below or our postal address.

Address: Axis for Business, Utility House, Prospect Street, Hull, HU2 8PX

Email: **info@axisforbusiness.co.uk**

IMPORTANT: Failure to provide all information will prevent the change taking place