




Orsted

Change of tenancy

Use this form to let us know about a change of tenancy at the site. Please also send us a copy of the lease showing:

-  **Parties involved** (landlord/tenant)
-  **Particulars**
-  **Signatures**

If we don't receive this document, the change of tenancy may be delayed.

Return this form and a copy of the lease to:

-  **Orsted Sales (UK) Ltd**
5 Howick Place
London SW1P 1WG
-  **Email us**
customer_transfers@orsted.co.uk

Questions? Please contact us on 0800 056 8120 or email us at customer_transfers@orsted.co.uk

Site details

Site address

 | | | | | | | |

Ørsted account reference
(This is found on your invoice)

 | | | | | | | |

Meter details

Gas – Meter Point Reference Number (MPRN)

Meter serial number
(This is found on the front of your meter)

 | | | | | | | | | | | | | |

Final meter reading (If this is not possible, please enter the current reading at today's date)

 | | | | | | | |

Change of tenancy date (dd/mm/yyyy)

 | | | | | | | |

Electricity – Meter Point Administration Number (MPAN)

Meter serial number
(This is found on the front of your meter)

 | | | | | | | |

Final meter reading (If this is not possible, please enter the current reading at today's date)

 | | | | | | | |

Change of tenancy date (dd/mm/yyyy)

 | | | | | | | |

Moving out

If you are not the tenant who is moving out, please provide as much information as possible.

Business details

Full legal business name or trading name

If a non-limited company, name of business owner(s)

Legal entity

Incorporated company (registered)

Registration n° | | | | | | | |

Unincorporated company (not registered)

Partnership/LLP

Registration n° | | | | | | | |

Sole trader

Residential address

Postcode | | | | | | | |

Date of birth (dd/mm/yyyy) | | | | | | | |

Other (Please provide details)

Have you sold the premises?

Yes

Land Registry Title n° | | | | | | | |

No

Contact details

Name

Position

Email

Landline

Mobile

Forwarding address

Postcode | | | | | | | |

Would you like Ørsted to supply your new premises?

Yes No

Don't forget to send us a copy of the lease



We can then verify the change of tenancy. We've outlined what needs to be shown on the lease on page 1.

If we don't receive this document, the change of tenancy may be delayed.

Moving in

If you are not the tenant who is moving in, please provide as much information as possible.

Business details

Full legal business name or trading name

If a non-limited company, name of business owner(s)

Legal entity

Incorporated company (registered)

Registration n°

Unincorporated company (not registered)

Partnership/LLP

Registration n°

Sole trader

Residential address

Postcode

Date of birth (dd/mm/yyyy)

Other (Please provide details)

Contact details

Name

Position

Email

Landline

Mobile

Will any gas or electricity be used for domestic purposes?

Yes No

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Before offering you a supply contract or during the supply, we may need to carry out a credit check. By completing this form, you are giving permission for credit checks to take place, and Experian may contact you on our behalf to carry out a short telephone interview.

Signed

Date (dd/mm/yyyy)

Print name

Who are you?

- I am the tenant moving in
 I am the tenant moving out
 I am the landlord