To process a change of tenancy we require one of the following legal documents to be provided with this form:

* Solicitor’s letter giving details of the move
* Deed of Surrender signed by both parties
* Lease agreement
* A certified copy of the tenancy agreement; or
* A completed TR1 (Land Registry transfer of whole registered title)

*Please note if we do not receive one of the above documents the change of tenancy may be delayed.*

*Failure to provide all the information may also result in your request not being completed and you will remain responsible for the payment of all invoices.*

On completion please scan and email this form and one of the legal documents to coo@coronaenergy.co.uk

If you have any questions, please call us on 0800 804 8589.

**Section 1 Site Details**

Change of Tenancy Effective Date

Main Contact Name

Site Address

Site Post Code

**Section 2 Meter Details (Gas and Electricity)**

|  |  |  |  |
| --- | --- | --- | --- |
| **GAS**  MPRN(s) (Meter Point Reference Number (s) (Mandatory) | Meter Serial Number (if known) | Change over date (Mandatory) | Closing Meter Read (Mandatory) |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **ELECTRICITY**  MPAN(s) (Meter Point Reference Number (s) (Mandatory) | Meter Serial Number (if known) | Change over date (Mandatory) | Closing Meter Read (Mandatory) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3 Moving Out**

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

**Business Details**

Full legal business or trading name

***If a non-limited company***

Full Name of Owner of Company

Date of Birth of Owner

Home Address of Owner (including

Postcode)

Home Telephone Mobile

Email address

***If a limited company***

Company Registration No

Are/Is the site(s) currently consuming gas? Yes No

Would you like Corona Energy to supply your new premises? Yes No No

Have you sold the premises? Yes Land Registry Title no.

No

**Section 4 Moving In**

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

**Business Details**

Full legal business or trading name and address including postcode

***If a non-limited company***

Full Name of Owner of Company

Date of Birth of Owner

Home Address of Owner (including

Postcode)

Home Telephone Mobile

Email address

***If a limited company***

Company Registration No

Are/Is the site(s) currently consuming gas? Yes No

Will any gas or electricity be used for domestic purposes? Yes No

*Please remember to send us a copy of one of the legal documents .We can then verify the change of tenancy. If we do not receive this document, the change of tenancy may be delayed and you will remain responsible for the payment of all invoices.*

**Section 5 Signature**

Signed Date

Full Name Position