



Change of Tenancy Form (Commercial Properties)

Your Details

Name:	
Company/Business Name & Address:	
Company Registration Number:	
Telephone Number:	
Email Address:	
Fax Number:	

Property Details

Site Address:	
MPAN(s):	
Meter Location:	
Meter Serial Number:	
Current Meter Reading(s):	

Change of Tenancy Date/Read(s)

Change of Tenancy Date:	
Meter read(s) on Change of Tenancy Date:	

Outgoing Occupier Details

Company/Business Name:	
Contact Name:	
Telephone Number:	
Email Address:	
Fax Number:	
Forwarding Address:	



Scottish Hydro Electric, SWALEC and Southern Electric are trading names of the Scottish and Southern Energy Group of which SSE Energy Supply Limited is a member.

Registered Office: 55 Vastern Road, Reading, Berkshire, RG1 8BU. Registered in England & Wales No. 3757502

www.scottish-southern.co.uk



Incoming/New Occupier Details

Company/Business Name:	
Company Registration Number:	
Contact Name:	
Telephone Number:	
Email Address:	
Fax Number:	
Billing Address:	

Will site be Trading or Vacant?	TRADING / VACANT		
Please state business use:			
Copy of Lease/Tenancy Agreement	YES / NO		
Payment Method: (please circle)	Direct Debit	• Account Name:	
		Account Number:	
		Sort Code:	
	BACS		
	CHAPS		
	Cheque		

Sole Trader Only

Name of Proprietor:	
Nature of Business:	
Date of Birth:	
Home Address:	

Landlords Details

Name:	
Address:	
Telephone Number:	

Signed:		Date:	
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Name (Please Print):	
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