Change of Tenancy

To request to **remove** a site from the ScottishPower Electricity Supply Contract, please complete and return this form and any other information requested to the I&CCustomerservice@scottishpower.com mailbox. **All fields on this form are mandatory**.

Are you Moving into or Vacating this premise?	Moving into / Vacating (Please delete as appropriate)	
Site Address Postcode		
Account Number / Group Account Number *(if applicable)*		
	Outgoing Customer	Incoming Customer
Full Legal Business Name or Trading as Name		
If non-limited company, please specify Name of Business Owner(s)		
Company Registration Number *(if applicable)*		
Legal Entity: *(Please tick as appropriate)*	Incorporated Company *(Registered)* ☐ Unincorporated Company *(Non-Registered)* ☐ Sole Trader *(If you are a Sole Trader, please provide your personal address details in 'Section 4' overleaf)* ☐ Partnership/LLP *(For a Partnership please provide details of each Partner above or append details separately)* ☐ Other ☐	Incorporated Company *(Registered)* ☐ Unincorporated Company *(Non-Registered)* ☐ Sole Trader *(If you are a Sole Trader, please provide your personal address details in 'Section 4' overleaf)* ☐ Partnership/LLP *(For a Partnership please provide details of each Partner above or append details separately)* ☐ Other ☐
Please print your name		
- and position within the company		
Email Address		
Telephone Number - Landline		
- Mobile		
Final / Opening Meter Readings and dates read		
Change of Tenancy Effective Date		
Meter Point Admin Number (MPAN)		
Meter Serial Number(s)		

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1) If you are a tenant vacating the premise…

Please provide the following information:

a) Surrender or Assignment of Lease Document

b) Forwarding address for final invoice (other than the site address).

c) If this premise is now the responsibility of the landlord please complete section 5

Please note: Failure to provide the Surrender or Assignment of Lease Document may result in the change of tenancy not being actioned and this form **will** be rejected.

2) If you have sold the premise…

Please attach proof of ownership to include date site/premise purchased (i.e. Solicitors Letter) or provide the Land Registry Title Number

Please note: Failure in providing the proof of ownership will result in the Change Of Tenancy not being actioned and this form **will** be rejected.

Land Registry Title Number:

Would you be interested in being supplied by ScottishPower at your new premises?

3) If you are a New Tenant / Occupier…

Please provide copy pages of your lease to include:

a) Parties Involved (Landlord / Tenant)

b) Particulars Pages

c) Signatures

Please provide the following information:

a) Full registered and/or postal address

b) Contact name

c) Telephone Number

d) email address

Please note: Failure in providing the pages from your current lease will result in the Change of Tenancy not being actioned and this form **will** be rejected.

4) If you are a Sole Trader…

Scottish Power requests your consent to credit check you as an individual. Please confirm that you are happy for us to do this by ticking the box ☐

We will also require that you provide us with the following information to enable us to carry out the credit check

a) House Number/House Name

b) Post Code

c) Date of Birth

5) If the premise is now reverting back to the Landlord's…

Please provide the following information:

a) Landlords full address and Business Name

b) Contact name

c) Telephone Number

d) email address

6) Please sign and date

If you have any queries please either contact your business' nominated account manager or contact our Business Change of Tenancy Team on **0800 074 0062.**

Prior to making a supply of electricity available to you, ScottishPower Energy Retail Ltd may undertake a credit check and we may need to ask for a deposit by way of security. In some circumstances, we may decline to make a supply of electricity available to you.

ScottishPower's external credit information supplier is Experian Limited. In order for us to create an up to date credit report on your business where one does not currently exist, Experian may be in contact with your organisation soon to conduct a short telephone interview. Your co-operation in providing as much information as possible will assist us in assessing a comprehensive and fair review of your credit application.