

# Electricity Change of Tenancy



**Business Solutions**

powered by **e-on**

If you have moved in or out of a premise or if you have bought or sold a property that we supply, please complete and return this form, including proof of ownership (including the date of sale), to either your CRM Executive or to **nbs\_changeofoccupier@npower.com**

Please be aware that if you do not provide all of the information required, your request may not be completed, and you will remain responsible for the payment of all invoices.

If you have any questions, please get in touch with your CRM Executive or the Customer Contact Team on **0845 070 9494**.

## Company Details

Change of tenancy effective date:

Site address:

Post code:

Land Register title number  
(if known):

### Outgoing

### Incoming

Full legal business name  
or trading name:

If non-limited company, please specify  
Name of Business Owner(s):

Company Registration number  
(if applicable):

Legal Entity (Please select 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 3' overleaf)

Partnership/LLP

Other

Incorporated Company  
(Registered)

Unincorporated Company  
(Non-registered)

Sole Trader  
(If you are a sole trader, please provide your  
personal address details in 'Section 3' overleaf)

Partnership/LLP

Other

## Main Contact

Main contact name:

Email address:

Preferred email address for copy invoices:

Landline telephone number:

Mobile telephone number:

MPAN(s):

Meter Serial Number(s):

Account number:

Final/Opening meter reading:

Please confirm date that reading was taken:

Use of site: Empty

Residential

Business

## Communication preferences

If you are a new tenant/occupier please ensure that you complete this section:

Preferred invoicing method:  
(Please select how you would like to receive your invoices)

Postal

Email

Online

Preferred communications method:  
(Please confirm how you would like to receive important information about your account, contract, prices and energy supply)

Postal

Email

If you are vacating the premises please provide the following information

Outgoing

Incoming

### Section 1

Forwarding address for final invoice:  
(if not the site address)

If this premise is now the responsibility of the Landlord please complete section 4

### Section 2

If you are a new tenant/occupier please ensure that you complete this section:

To be defined as a microbusiness you must meet the following criteria:

Consume not more than 100,000 kWh of electricity a year\*, or has fewer than ten employees (or their full-time equivalent) and an annual turnover or annual balance sheet total not exceeding £2 million\*

To be defined as a small business consumer you must meet the following criteria:

Consume between 100,001 kWh and 200,000 kWh of electricity per year\*, or employ between 10 and less than 50 employees (or their full-time equivalent) and have an annual turnover more than £2 million but no greater than £6.5 million or a balance sheet total over £2 million but no greater than £5 million\*

Annual electricity consumption (kWh):

Number of employees or full time equivalent:

Annual turnover (£ - pounds sterling):

Annual balance sheet (£ - pounds sterling):

\*A business only has to meet one of these three criteria to qualify as a microbusiness customer or small business consumer, although the consumption threshold applies to the fuel being supplied

### Section 3

If you are a sole trader please provide:

house number/house name:

Post code:

Date of birth:

### Section 4

If the premises is now reverting back to the Landlords, please provide:

Landlords full address  
and Business Name:

Contact name:

Telephone number:

Email address:

## Once completed

**Send via post:**

**Correspondence Address:**

Business Movers, npower Business Solutions,  
Princes Way, Solihull, West Midlands, B91 3ES

**email manually:** Simply save the completed form to your own PC (using 'File' and 'Save a Copy') and then include the document as an attachment in a new email to either your CRM contact or to [nbs\\_changeofoccupier@npower.com](mailto:nbs_changeofoccupier@npower.com)

**Please remember to either send/attach proof of ownership or copy pages from your lease, where applicable.**