

Change of Tenancy (COT) Form



Please complete all details below to ensure a smooth transition when moving into, or vacating, a property that is supplied by SEFE Energy.

Please note that it can take up to 30 days to process your change of tenancy request and we can only process the change if you've provided one of the following documents:

- A solicitor's letter confirming details of the move in or out of the property
- A certified lease or tenancy agreement
- A copy of your business rates from the council if you are moving in
- A copy of your business rates final invoice from the council if you are moving out
- A copy of Land Registry title (TR1)

Without the above supporting documentation, we won't be able to process the change of tenancy. Once completed, please return the form, along with relevant supporting documentation to:

✉ COT@sefe-energy.com

1. Property details

Site address:

Town / City:

Postcode:

MPRN/MPAN:

Meter serial number (found on meter):

2. Change of tenancy date and meter reads

Change of tenancy date:

Meter read on change of tenancy date:

Please attach a photograph of the meter read taken on the above date where possible - this will help ensure accurate final/opening invoicing.

3. Outgoing occupier details

Company/business name:

Contact name:

Forwarding address:

Postcode:

Telephone number:

Email address:

4. Incoming/new occupier details

Company/business name:

Contact name:

Telephone number:

Email address:

Will the site be trading or vacant:

Trading:

Vacant:

Company type:

Limited:

Non-limited:
(please fill in non-limited details section)

Domestic:

Landlord:
(please fill in landlord section)

Reg number (if limited):

Billing address (if different to the site address):

Town/City:

Postcode:

5. Non-limited business details

Name of proprietor:

Nature of business:

Date of birth:

Home address:

Do you consent to a credit check being carried out?:

Yes

No:

6. Landlord details

Name:

Telephone number:

Address:

Town/City:

Postcode:

7. Your details

Name:

Job title/Role:

Telephone number:

Email address:

Date completed:

Helpful information

Why do I have to complete this form?

You've been asked to complete this form so we have a record of who is responsible for the energy supply at the property. When a business moves in or out of a property, we need to make sure that our records are kept up to date and accurate, so we are communicating with and invoicing the correct party.

What is a deemed contract?

A deemed contract is a contract imposed by law between SEFE Energy (or any other energy supplier) and a customer when there is no existing contractual relationship. For more information please visit www.sefe-energy.co.uk/deemed.

How do I cancel my deemed contract?

Under a deemed contract, we're obliged to continue supplying your energy and charging you for your energy consumption and associated charges until you take one of the following actions:

- Sign a formal supply agreement with us (call us on 0161 837 3390 or email COT@sefe-energy.com to request a quote).
- Transfer this supply to an alternative supplier.
- Arrange for the supply to the site to be disconnected.

Please note that we will still have to send you a monthly bill to cover your standing charge (unless you arrange for all supply cables to be completely removed).