



Change of Tenancy Form

**** Please complete this form and forward it to Positive Energy. Failure to complete all sections that apply to you and/or not supplying supporting evidence will likely result in the submission being rejected. ****

Positive Energy Account Number or Meter Serial Number (MSN)*	
MPAN/MPRN*	
Change of Tenancy Date (DD/MM/YYYY)*	
Meter Read Rate 1*	
Meter Read Rate 2 (if applicable)*	
Meter Read Rate 3 (if applicable)*	
Date of Meter Read*	
Outgoing Business Name*	
Outgoing Customer Name	
Outgoing Customer Contact Number	
Outgoing Customer Email Address	
Outgoing Customer Forwarding Address*	
Incoming Business Name*	
Incoming Customer Name*	
Incoming Customer Contact Number*	
Incoming Customer Email Address*	
Incoming Customer Billing Address*	
Are you the Owner or Tenant? *	
Is Supply going back to Landlords?	
Business Name and Name of Landlord*	
Landlord Phone Number*	
Email Address of Landlord*	
Document Attached to verify Change of Tenancy?	
Meter Picture (Must have MSN) *	
Lease Agreement	
Lease Surrender	
Land Registry	

Please return this to Cot@positive.energy



Contract Ref No:

Direct Debit Agreement

Instruction to your Bank or Building Society to pay by Direct Debit

Please pay Pozitive Energy Limited Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I/We understand that this instruction may remain with Pozitive Energy Limited and, if so, details will be passed electronically to my Bank or Building Society.

Business Name

Name/s of account holder(s)

Bank Name

Sort Code

Account Number

Instruction to your Bank or Building Society to pay by Direct Debit

This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit, Pozitive Energy Limited will notify you seven working days in advance of your account being debited or as otherwise agreed. If you request Pozitive Energy Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit by Pozitive Energy Limited or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society. If you receive a refund you are not entitled to, you must pay it back when Pozitive Energy Limited asks you to. You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society.

(Second name and signature is not mandatory)

Signature

Signature

Name

Name

Job Title

Job Title

Date

Date