



## MOVING OUT?

### We're sad you're leaving!

To ensure we end on a good note, please complete the form below in full, providing any requested documents. This will allow us to close your account as speedily as possible.

#### CHANGE OF TENANCY DATE

Please confirm the date you became legally liable for the premises, this may not be the day you moved in!

Date

#### FORWARDING DETAILS

We don't run into any problems, but just in case, please provide us with some forwarding details.

Email Address

\* That you would like us to send your bills to.

Forwarding  
Address

#### FINAL METER READING

If you can't provide a meter reading on the day, please take one as soon as possible and let us know the date it was taken. If you haven't moved out yet, please wait to fill in.

Electricity

Date

Gas

Date

#### NEW OCCUPIER/ LANDLORD DETAILS

We cannot close your account until we validate your information. Please provide us with details of the new tenant / owner / current landlord.

Full Proprietor's  
Name(s)

Telephone  
Number

Other  
Information

#### EVIDENCE

Please provide us with one of the following documents to support the details you have given us above.

Lease Agreement

Land Registry Title Deed

Solicitors Letter

Letter from Landlord

#### THE CUSTOMER

Name

Authorised Signatory

Date