

## Change of Tenancy Form – Moving In

Please complete all sections of this form. This form is required to be completed in full in order to be validated and processed. Once the form is complete please return to

[COT@crowngasandpower.co.uk](mailto:COT@crowngasandpower.co.uk).

Previous occupier company name (if known)	
Meter Serial Number/MPRN	
Site address and postcode	
Change of tenancy date	
Change of tenancy meter read	
Your company name/Nature of business	
Your company registration number	
Your company will be considered as a <b>Micro Business</b> if it meets <u>one of</u> the following criteria:  1) You consume less than 293,000 kWh of gas per year; <u>or</u> 2) You have fewer than 10 employees and your annual turnover or annual balance sheet is no greater than €2 million	
Do you qualify as a Microbusiness? (mark "Yes" or "No" as appropriate)	Yes / No
Contact name	
Contact Number	
Email Address	
Billing/ invoicing address	

Form Completed By;

Print Name:	
Sign Name:	
Date:	