

Change of Tenancy Form



To request to remove or add a site from the ScottishPower electricity supply contract, please complete and return this form and any other information requested to smetpi@spcommercialenergy.com. All fields on this form are mandatory.

Are you moving into or vacating this premise?		
Site address		
Account number		
Postcode		
	Moving out	Moving in
Full legal business name or trading as name		
If non-limited company, please specify name(s) of business owner(s)		
Company registration number (if applicable)		
Legal entity: (Please tick as appropriate)	Incorporated company (registered) ☐ Unincorporated company (non-registered) ☐ Sole trader (if you are a sole trader, please provide your personal address details above) ☐ Partnership/LLP (for a partnership please provide details of each partner above or append details separately) ☐ Other ☐	Incorporated company (registered) ☐ Unincorporated company (non-registered) ☐ Sole trader (if you are a sole trader, please provide your personal address details above) ☐ Partnership/LLP (for a partnership please provide details of each partner above or append details separately) ☐ Other ☐
Main contact		
– and their position		
Email address		
Telephone number – landline		
– mobile		
Final/opening meter readings and dates read		
Change of tenancy effective date		
Meter Point Admin Number (MPAN)		
Meter serial number(s)		

1) If you are vacating the premise... Please provide the following information: a) Forwarding address for final invoice (other than the site address). b) If this premise is now the responsibility of the landlord please complete section 5		
2) If you have sold the premise... Please attach proof of ownership to include date site/premise purchased (i.e. solicitors letter) or provide the land registry title number	Please note: Failure in providing the proof of ownership will result in the change of tenancy not being actioned and this form will be rejected.	
	Land registry title number:	
3) If you are a new tenant/occupier... Please provide copy pages of your lease to include: a) Parties involved (landlord/tenant) b) Particulars pages c) Signatures	Please note: Failure in providing the pages from your current lease will result in the change of tenancy not being actioned and this form will be rejected.	
4) If you are a sole trader... <i>ScottishPower requests your consent to credit check you as an individual. Please confirm that you are happy for us to do this by ticking the box</i> ☐ We will also require that you provide us with the following information to enable us to carry out the credit check a) House number/house name b) Postcode c) Date of birth	Moving out	Moving in
5) If the premise is now the responsibility of the landlord... Please provide the following information: a) Landlord's full address and business name b) Contact name c) Telephone number d) Email address		

If you have any questions, please contact your dedicated TPI Partner service team on 0800 074 0025