



# Change of Tenancy Form

This form is to be completed when vacating/moving into a property supplied by Brook Green Supply. Brook Green Supply may conduct checks and request additional information to check the authenticity of this application.

## Customer Details

Details for the: Incoming:  or Vacating:  Customer Date of change: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Reg Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

## Site Details

Site Address: \_\_\_\_\_

MPAN/MPRN: \_\_\_\_\_ Meter Reading Date: \_\_\_\_\_

Meter Serial No. \_\_\_\_\_ Meter Readings: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

If submitting a CoT for multiple properties, please list details of supply addresses, numbers and meter readings on a separate page and attach to this document.

## Managing Agent Details (Provide Landlord if no agent details)

Managing Agent: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

I confirm that I am responsible for the supply to address indicated above. I understand that from the change of responsibility date I will be placed on deemed rates with Brook Green Supply Ltd until a contract has been agreed. If you are filling out this form on behalf of the company named above, you are confirming you hold a valid and up to date letter of authority allowing you to do so.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this form by either email or post.  
Email: [support@brookgreensupply.com](mailto:support@brookgreensupply.com)