

Everything marked with an asterisk (*) is a mandatory field.

Site address*:	Postcode:
Date of move out*:	(DD/MM/YYYY)
Previous / Outgoing customer name:	
Previous / Outgoing business name:	
Forwarding address for Outgoing customer (Must be different from site address):	Postcode:
Landlord's name and telephone number*: (Where applicable)	

SUPPLY SITE DETAILS You must provide the meter read otherwise estimated read will be used for the invoice based on the site's historic usage which cannot be raised as a dispute in the future.

MPRN	Meter Serial Number(s)	Gas Meter Reading(s)	Meter Read Date

Please sign and acknowledge this section to authorize National Gas to contact and speak with the relevant third parties in relation to the validation of documents provided by yourself. This is an essential step to approve the Change of Tenancy Request*.

Print Name

Signature

Outgoing Customer signature(s)*:	Name (BLOCK CAPITALS) *:
Position in business*:	Date*: / /20
Landlord's signature*:	Name (BLOCK CAPITALS) *:
	Date*: / /20

Please return this form to: email: cot@nationalgas.org.uk, Post: National Gas, Cotswold House, 219 Marsh Wall, Canary Wharf, London, E14 9FJ.

Please note that we may request further documentation to verify the change of responsibility which include, but not limited to, a valid Land Registry document, tenancy agreement, management agreement and/or solicitors' letter. All documents must be signed and dated and where feasible, witnessed by an independent party. After your identity is verified, you will be subject to a credit check via a third party.