

**Are you moving into
or out of premises?**



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Often referred to by suppliers as either a Change of Tenancy (COT) or Change of Occupancy (COO), many of our clients want a fully managed service, neither having the time or resources to deal with the sometimes lengthy and frustrating process of co-ordinating a change of ownership or meter responsibility.

Whether you are simply vacating a property or taking occupation of a new one that requires an upgrade of utility services, we aim to manage processes on behalf of our clients in a quick and efficient manner.

Do you require any meter upgrades/new services?

We would advise you to assess whether services on site are adequate for your business either before legal completion, or as soon as possible after. This is something that your electrical contractor/gas engineer should be able to establish.

Supply upgrades can have a substantial lead time and the quicker we are all aware of requirements, the better we are placed to offer advice and assist in managing any upgrades/new services required.

If you are moving out of a property

📅 Date

Be clear on the date you cease to have legal responsibility for the utilities at your property; this may not be as simple as the date you moved out.

📊 Meter readings

Ensure meter readings with corresponding serial numbers are taken (for all utilities) on the day of handover and provide these to us ASAP; a photo of each meter would also help to confirm they match details we have on file. We can then ensure you are invoiced to the agreed final readings.

👤 Details of the new occupants

Business name, contact name, number and email address. This is to ensure you are not bothered by invoices for supply periods that do not relate to you.

📄 Lease or TRI transfer document

Some suppliers require proof of the change. Your solicitor should be able to provide you with a copy of a lease, TRI transfer document or a letter to formally confirm the date you cease to be responsible.

If you are moving into a new property

Date

Confirm the date you became/will become legally responsible for the utilities at the property. We advise you to contact us as soon as this information is available as it will improve the negotiating position to secure a backdated contract option and reduce the possibility of the incumbent supplier charging out of contract rates; these can be very expensive.

Lease or TRI transfer document

Some suppliers require proof of the change. Your solicitor should be able to provide you with a copy of a lease, TRI transfer document or a letter to formally confirm the date.

Clear Photographs of all meters

Provide visuals show meter serial numbers and readings. We will then be able to establish all relevant details for each supply point including confirmation of the service provider, MPAN (Electricity), MPRN (Gas) and SPID (Water).

Meter readings

Please ensure meter readings are taken (for all utilities) on the day of handover and provide these readings to us ASAP. We can then ensure you are invoiced accurately from the outset.

Meter Locations

(E.g. Basement, in the meter cupboard, etc.) This will help in the event a site visit is required to survey the meters.

Current utility providers

If you know great, but not a necessity as we would be able to establish this using meter details.

Details of previous occupants

Business name, forwarding address, contact name, number and email address. This will help us to ensure that you are not bothered by invoices for supply periods that do not relate to you.

Site address and postcode