

BROKER – Change of Tenancy Form

All items marked with * are mandatory fields and without this information we are unable to process your Business Move request & this will be sent back to you to obtain the required information

COT Raised by	
Broker requesting COT	
Site Address *	
Post code*	
MPAN/MPRN*	
Change of Tenancy Date*	
Final/Opening METER READ (if more than one read please provide register ID)	

Outgoing	
Business Name*	
Customer Name*	
Customer Contact Number*	
Customer Email Address	
Customer Forwarding Address*	

Landlord Business Name*	
Landlord Name*	
Landlord Contact Number*	

Incoming	
Incoming Business Name *	
Incoming Customer Name *	
Incoming Customer Contact Number *	
Incoming Customer Email Address	
Incoming Customer Billing Address	

When you contact EDF we will often request documentation such as a tenancy agreement, management agreement or solicitors letter, this is to verify the change of responsibility for the premise. This could be because of unpaid bills on the account, disputed occupancy dates, and/or ending a contract early. Please tick if relevant documents provided.

ONE legal document:	AND	TWO supporting document:
Lease or tenancy agreement		Current photo of the meter, and
Completion statement		Employer's Liability Insurance, or
Solicitors' letter		Public Liability Insurance
Land Registry document		