

# Switch2 Change of Ownership Notification

Thank you for letting us know about your Change of Ownership! To help register the new owner of the property and to process the final invoice, we require both parts of the forms to be completed. This can be completed by either party. (Please use BLOCK CAPITALS).

Please note if we do not receive a completed form, the change of ownership may be delayed. Failure to provide all the information will result in your request not being actioned and you may remain liable for the payment of any charges.

On completion, please email this form to [myaccount@switch2.co.uk](mailto:myaccount@switch2.co.uk). Alternatively, you can send us the form to the following address:

Consumer Accounts Team  
Switch2 Energy Limited  
The Waterfront  
Salts Mill Road  
Shipley  
BD17 7EZ

Form Completed by?

Seller

Buyer

## Section 1 (PREVIOUS OWNER – SELLER)

Property Address

Property Post Code

Seller Name

Telephone Number

Email Address

Completion Date

Sellers Solicitors Details

## Section 2 Meter

| Meter Type     | Meter Serial Number (if known) | Handover Meter Read |
|----------------|--------------------------------|---------------------|
| Cold Water     |                                |                     |
| Heat/Hot Water |                                |                     |

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Electricity

## Section 3 (NEW OWNER - BUYER)

Buyer Name

Telephone Number

Email Address

Correspondence Address  
(if it is not the property address)

Are you a Shared Owner under the Buy to Share Scheme?    Yes     No

**\*If Yes, please go straight to the next question, followed by Section 4**

Name of the other Shared Owner?

Will the property be Tenanted?    Yes       

Would you like the Letting agent be our main contact?    Yes     No

Letting Agent Name

Letting Agent E-mail Address

## Section 4 What happens next?

Once we receive the completed form, we will process the change of ownership and send out a final invoice to the seller. If we have any further questions, we will get in touch.

Switch2 will send out a Welcome Pack to the New Owner to confirm registration including further details such as tariff rates. We will also enclose our terms and conditions with instructions of our different methods of payment and how to register your online account to access your bills.

If you have advised above that the property will be tenanted, a Tenancy Registration Agreement will be sent out to you as the owner. This is an optional service, which enables Switch2 to bill your tenants.

If you have any queries, please get in touch:



myaccount@switch2.co.uk



0333 321 2010

Please remember to complete all sections of the form applicable to you and to advise us as soon as possible. If we do not receive this document, the change of ownership will be delayed, and you may remain liable for the payment of all Switch2 bills.