

# Switch2 Tenancy Registration Form



Making a success of community heating

t: 0333 321 2010  
e: myaccount@switch2.co.uk  
www.switch2.co.uk

Thank you for choosing to use our Tenancy Service! To help register the new Tenants and to process a final invoice for any previous Tenants, we require relevant sections of this form to be completed. (Please use BLOCK CAPITALS).

As advised in our Tenancy Service Agreement there is a small fee of £10.50 + VAT, for each new Tenant registered at this property. **Please note that this charge is subject to review and may change for future registrations.** This fee covers the additional administration work involved in setting up and managing Tenants accounts. You will only be billed for this service when a completed form has been received.

Please note that if charges billed to you or your current Tenants are not paid in full, your Tenants may be deregistered, and this service withdrawn until your next Tenants move in. If your Tenants are deregistered the supplies would be billed to you as the Owner.

If you would still like to take advantage of this service, please fill in Sections 1 and 2 (if applicable) **in full**. If the form is incomplete, we will be unable to register your tenants.

## Section 1 - Current Tenants

Billing Address	<input type="text"/>
Tenants Names	<input type="text"/>
Move in Date	<input type="text"/>
E-mail Address	<input type="text"/>
Telephone Number	<input type="text"/>

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

**Move in Meter Readings** \* if you are unable to provide a meter reading an estimate will be used)

Please note that Tenants can only be registered whilst they are still living at the property. Once they have moved out, they cannot be registered with us.

If you previously registered a tenant with us and they have now moved out, you will also need to fill in section 2 of this form. **If we do not have the end of tenancy details for a previously registered tenant, we will be unable to register any new tenants.**

## What Happens Next?

Once the new Tenants details have been received, we will send them out a Welcome Pack confirming that their account has been set up.

The fee for registering this tenant will be billed to the Owner as soon as the new Tenants have been registered. Should the fee for this service and any other charges billed to the Owner, not be paid in full, the Tenants will be deregistered.

If you have any queries, please get in touch:



[myaccount@switch2.co.uk](mailto:myaccount@switch2.co.uk)



0333 321 2010

Please remember to complete all required fields and send the completed form to us as soon as possible. If we do not receive the form or the required fields are not filled in, no Tenants will be registered, and you will remain liable for the payment of all Switch2 bills.

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## Section 2 – Previous Tenants (End of Tenancy Details Only)

As the Leaseholder of the property any balances we are unable to recover from your previous Tenants, will be transferred to yourself for payment in full. This is a condition of your lease which you agreed to when purchasing your property.

**Billing Address**

**Previous Tenants Names**

**Move Out Date**

**E-mail Address**

**Forwarding Postal Address** \*only required  
if no e-mail address is available

**Telephone Number**

### Move Out Meter Readings

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

Please note that if you are unable to provide an e-mail or forwarding postal address for the previous Tenants, their final balance will be billed to you using the details provided on the Tenancy Service Agreement

## What Happens Next?

Once the previous Tenants details have been received, we will send them out a final bill using the details provided.

Unless we have been provided with new Tenants details in Section 1 of this form, we will bill the Owner for the supplies at the property going forward.

If Section 1 has been completed, we will only bill the Owner for any time periods between tenancies, in addition to the fee for this service

If you have any queries, please get in touch:



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