

Tenancy move-out

Utility registration form

Fill in this form to capture essential information required to notify utility suppliers when a tenancy ends.

Property Information

1st Line of address:

Postcode:

Town:

Tenancy Details

Ongoing tenants name:

Move-out date:

Check-out inspection date:

Forwarding address:

Forwarding email:

Forwarding Telephone number:

Final Meter readings

Electricity

Meter reading:

Serial Number:

Date reading taken:

Picture has been taken and stored on company drive?

☐
Yes☐
No

Gas

Meter reading:

Serial Number:

Date reading taken:

Picture has been taken and stored on company drive?

☐
Yes☐
No

Gas

Meter reading:

Serial Number:

Date reading taken:

Picture has been taken and stored on company drive?

☐
Yes☐
No

Property has no gas supply

☐

Water (if applicable)

Meter reading:

Serial Number:

Date reading taken:

Picture has been taken and stored on company drive?

☐

Yes

☐

No

Property water is not metered

☐

Supplier information

To find the current suppliers for the property you can do a simple look up on the websites listed below

Energy

Find supplier on www.ofgem.gov.uk/finding-your-energy-supplier-or-network-operator

Electricity supplier name:

Electricity supplier contact details:

Gas supplier name:

Gas supplier contact details:

Water

Find supplier on <https://www.ofwat.gov.uk/households/your-water-company/>

Water supplier name:

Water supplier contact details:

Council Tax

Find supplier on <https://www.ofwat.gov.uk/households/your-water-company/>

Council name:

Council contact details:

Void period

Property will be vacant before the next tenancy ☐

if yes:

Expected void period start date:

Expected new tenancy start date (if known):

Utility account should transfer to:

Landlord ☐

Managing agent ☐

Landlord information (optional)

Landlord name:

Landlord contact:

Agency details

Agency name:

Staff member completing form:

Date form completed:

Notes

Before completion please see checklist on the next page →

Checklist

- ☐ Property address confirmed
- ☐ Move-out day confirmed
- ☐ Final meter readings recorded
- ☐ Meter photos taken
- ☐ Forwarding address requested
- ☐ Void period complete

Did you know?

Agencies using **Notify** eliminate the need to contact multiple utility suppliers for every tenancy change, helping save hours of admin every week while earning commission on eligible lets.

Want to automate this process?

Notify automates utility registrations, reduces admin and helps letting agencies earn additional commission.

Scan the QR code to discover how Notify works.



oneutilitybill.co/notify