

MOVING BUSINESS PROPERTY MADE SIMPLE WITH EDF

Moving your business? Whether you're moving in or out, get your energy supply sorted in 3 easy steps:



STEP 1: GET A METER READING

Take a meter reading on the day you take responsibility for a new property, or stop being responsible for your old property.



STEP 2: GATHER YOUR DOCUMENTS

The type of document you need to send us will differ depending on whether you're moving in, or moving out.

MOVING IN?

Choose one legal document:

- Lease Agreement
- Completion Statement

And:

- Current photo of the meter*

*If the previous occupier still owes us money, or still has over 6 months left on their contract, we may ask for more information. This is usually a Business Rates Letter, but we might also ask for a Solicitor's Letter.

MOVING OUT?

Choose one legal document:

- Surrender of Lease
- Completion Statement

And:

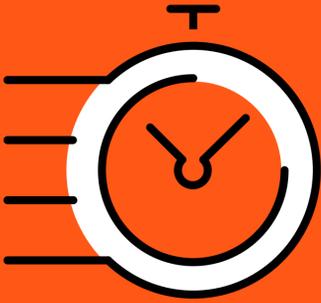
- Current photo of the meter*

*If you owe more than £500, or have over 6 months left on your contract, we may ask for extra documents. This is normally a Public Liability Insurance Document, or in some cases, a Solicitor's Letter.



STEP 3: EMAIL US

Send all documents to bm@edfenergy.com.



HOW LONG WILL IT TAKE?

We'll process your request and get back to you with confirmation within **10 working days**.

TIPS TO AVOID DELAYS

- Settle outstanding balances tied to the property.
- Ensure legal documents match the date you take responsibility.
 - Take clear meter photos for accurate billing.
- Double-check and keep copies of all documents before sending.
 - Make sure legal documents are fully signed.
- Make sure legal documents are sent in PDF format.
 - Include your forwarding address.