EDF Business
Solutions

Your Move, Your Way

Please make sure you read this document carefully

As the customer providing the information, if anything is incorrect, you could remain liable for the energy supply at the quoted site/development address.

Outgoing Customer (relinquishing liability):

- As the outgoing customer, you're required to complete the EDF Moving Location form on the EDF website and upload a completed Your Move, Your Way form.
- Should the incoming customer dispute the transfer of liability, you may be asked to provide additional documentation* to support the change
- If satisfactory evidence isn't received within the specified timeframe, the Change of Tenancy will be cancelled/ reversed and you'll remain liable for the charges used at the property on our deemed prices, until appropriate documentation is provided. You'll need to pay these charges in line with your contract and payment terms, as agreed with EDF
- Upon receipt of acceptable evidence, the Change of Tenancy will be processed accordingly

Incoming Customer (assuming liability):

- As the incoming customer, you're required to complete the EDF Moving Location form on the EDF website and upload a completed Your Move, Your Way form.
- Should the outgoing customer dispute the transfer of liability, you may be asked to provide additional documentation* to support the change
- If satisfactory evidence isn't received within the specified timeframe, the Change of Tenancy will be cancelled/ reversed and the account will revert to the original customer, until appropriate documentation is submitted
- Upon receipt of acceptable evidence, the Change of Tenancy will be processed accordingly

You can complete the online Moving Location Form here: Moving Location

Please confirm that you understand and agree to this process by signing this document and returning it to EDF

Signed _____

Role within Company _____

Company/TPI name _____

Email Address _____

*Additional documentation can include - Lease, Tenancy Agreement, Legal Sale/Sold Document, Land Registry Certificate (TR1/TR5), Certificate of Incorporation, USMO Certificate. These documents should be signed by both parties where applicable.

EDF Energy is a trading name used by EDF Energy Customers Ltd, Reg. No. 02228297 whose Registered Office is at Nova North, 11 Bressenden Place, London, SW1E 5BY, incorporated in England and Wales.