**Dear Sir or Madam,**

**Please find below our change of tenancy information. Please change the name and update the business rate bill**

**CHANGE OF TENANCY**

|  |  |
| --- | --- |
| **1. Property Address****店铺地址** **Property Description****店铺描述** |  |
|  |
| **2. (a) Your E-Mail Address** **(b) Your Telephone Number** |   |
|  |
| **2. New Tenant/Occupier** |  |
|  **新住户名字** |  |
|  **b. Date Tenancy/Occupation** **commenced.** | **Date:**  |
|  **开始入住日期****or c. Is the Property Unoccupied** **或这个地址是没有人住的** |  YES / NO \*Delete as appropriate |
| **3. Former Tenant/Occupier** **以前住户人名** |   |
|  |
|  **a. Date Tenancy/Occupation ceased.** | **Date:** |
|  **停止交易日期** **b. Present Address, email address &** **telephone no**  **(if not known please advise)** **以前的地址， email**  |  |

签字

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**