**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**