

Utility Change-Over Record

Close the old accounts and open the new ones with the readings and balances written down on the day, so a change-over dispute has a sheet of paper behind it.

Closing accounts at the old address and opening them at the new one, with the final readings and the closing balances written down on the day rather than argued about later.

PHOTOGRAPH EVERY METER

The final reading is the whole sheet. Take it yourself, photograph the meter face with the serial number in shot, and give it to the supplier the same day — a photograph settles a disputed bill and a number remembered a fortnight later does not.

Old address

New address

Detail	Electricity	Gas	Water	Broadband / phone
Old supplier				
Account number				
Final reading				
Date read				
Closing balance				
Refund or amount due				
New supplier				
New account number				
Opening reading				
Date switched				
Contract or tariff ends				

Other supplies — oil, LPG, media, waste collection