

# Site Vacation and Disconnections

If you are vacating a property or wish to permanently disconnect electricity supply to a site, you are required to complete and return the attached Site Vacation / Disconnection Request Form. Please ensure all required fields are filled out accurately to avoid delays in processing your request. Once the completed form has been received, our team will action your request and confirm the finalisation of your account for the site. Please note early contract break fees may apply. Please contact us should you have any questions.

**Please ensure all fields below have been completed and email this form to [sales@changeenergy.com.au](mailto:sales@changeenergy.com.au)**

## Account Details

Account Name: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

Change Energy Account Number: \_\_\_\_\_

NMI Number: \_\_\_\_\_ Meter Number: \_\_\_\_\_

## Vacation/Disconnection Details (select one)

Vacating site

Site is being sold

Vacation date: \_\_\_\_\_

Expected Settlement Date: \_\_\_\_\_

Permanent Disconnection of supply

Business Closure

Requested date: \_\_\_\_\_

Closure Date: \_\_\_\_\_

We wish for the site to be disconnected

We wish for the site to be transferred to the new occupant/owner

*\*Please note we require the below information for the site to be transferred*

## New Occupant/Owner Details

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

I hereby confirm that I am authorised to request the disconnection or transfer of this site. I understand that Western Power may require access to the property for final meter reads, and that disconnection may result in the permanent loss of supply. I acknowledge that the early termination of my contract may incur an early termination fee as set out in the Electricity Supply Agreement.

I also acknowledge that I am responsible for all electricity usage and charges at the site until either a change in ownership has been actioned or I have fully vacated the site. If Change Energy is not notified of the vacation prior to the date of vacating, I accept that I will remain liable for all charges incurred and any outstanding balance until disconnection is processed or a new responsible party is established.

Full Name: \_\_\_\_\_

Position/Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_