



DATE: -----

To whom it may concern:

METER NUMBER: _____

Lights On: Yes _____ No _____

I write to inform you that the last tenant Mr./Mrs./Miss _____,

moved OUT of the above premises on (M/D/Y) _____.

The new tenant Mr./Mrs./Miss _____,

moved IN on (M/D/Y) _____.

Should you require additional information, please do not hesitate to contact the Landlord at telephone: _____

Yours Sincerely,

Owner/Landlord Signature

PRINT Owner/Landlord's Name

Directions to location: _____

Tenant/occupant must bring in either a passport or driver's license along with a National Insurance card (NIB) **and** the lease agreement (conveyance) or 1st & last rent receipt. For Non-Bahamians: all of the above plus a valid **work permit** or **Permanent Residency**

When applying for an account in the name of a Company, Church or Government Ministry:

- Request for the supply of electricity must be on Company's letter head / stationary
- The letter must be signed by two (2) Directors or Authorized Signatories
- The letter must be stamped with the entity's seal of incorporation or official stamp
- Articles of Association
- Business license
- Two forms of photo Identification (Passport, Voter's Card, or Driver's License & NIB smart Card)
- Landlord letter or proof of ownership of building (e.g. Conveyance, bank letter)
- VAT certificate
- Security deposit payment as invoiced