

A photograph of three wind turbines on a rolling green hillside under a cloudy sky. The turbines are white with three blades each. The hills are covered in lush green grass, and the sky is filled with soft, white clouds. In the background, there are faint outlines of mountains.

# Feed-in Tariff Change of Ownership Form

If you've just bought or inherited a microgeneration installation that has its Feed-in Tariff with OVO, this form is for you.

## What you'll need to send us:

Please use this checklist before posting or emailing your application.

- This form (one for each installation), signed and dated in the right places
- Proof of ID (photographic, a copy of your passport or driving licence)
- Proof that you own the installation – this must clearly state you now own the solar panels. We'll accept:
  - A fixtures and fittings document from the sale of the property along with your land registry certificate
  - A solicitor's letter stating your ownership
  - A letter from the previous owner
  - A will showing you're the beneficiary of the estate
- An up-to-date meter reading from your generation meter

## Got a question?

Just email [fits@ovoenergy.com](mailto:fits@ovoenergy.com) or call **0330 102 7404**. We're available 9am-5pm, Monday to Friday.

## What happens next?

Please send your completed application form and supporting documents to **[fits@ovoenergy.com](mailto:fits@ovoenergy.com)**, or post it to us at:

### **Feed-in Tariff Team**

OVO Energy  
1 Rivergate  
Temple Quay  
Bristol  
BS1 6ED

We'll review your application, and ask Ofgem to add you to the Central FIT Register. If we need any extra info, we'll be in touch.

Applications can take up to 6 weeks to process. Once registered, we will send you a welcome letter confirming the date your FIT was registered, your tariff rate and how to submit readings for your FIT payments. In addition, you will receive a Statement of Terms agreement included in your welcome letter to sign and return.

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## Get more info

For general information on the Feed-in Tariff scheme, visit  
**[www.ovoenergy.com/help/feed-in-tariffs](http://www.ovoenergy.com/help/feed-in-tariffs)**  
**[www.ofgem.gov.uk/environmental-programmes/fit](http://www.ofgem.gov.uk/environmental-programmes/fit)**

# General information

What is your Feed-in Tariff ID?

FIT

Who is your current FIT licensee?

Who owns the installation?

We'll send all our letters and emails to this person, so please include postal and email address.

Title  First name

Surname

Company name (if there is one)  Company Registration No.

Address

County  Postcode

Email address  Phone No.

OVO account number (if you have one)

## Applying on behalf of a company?

You'll need to send us a company authorisation letter on company headed paper, signed by a director. It must confirm that you're responsible for the administration of the Feed-in Tariff and are authorised to sign the contract on behalf of the company.

I've included a company authorisation letter

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## Where is the installation

Please only fill this in if it's different to the address above.

Address

County

Postcode

OS reference (we only need this if your installation is not connected to the grid)

# Who should we make FIT payments to?

Your Feed-in Tariff payments will be paid quarterly into a bank account of your choice (this can't be a building society account as we pay by BACS).

Bank name

Account name

Sort Code

Account No.

If the payments are going to someone else (a nominated recipient), we'll also need:

- Their name and address
- A copy of their photographic ID (in addition to yours)
- Them to sign the multi-installation declaration on page 9

Title

First name

Surname

Company name (if there is one)

Company Registration No.

Address

County

Postcode

VAT No. (if applicable)

# Change of ownership details

## When did you become the owner of this installation?

We need a total generation meter reading from the day you became responsible for the property. We'll calculate your Feed-in Tariff payments from this figure, and pay the previous owner up to this reading.

Meter make

Meter model

Meter serial number

Generation meter reading

Date of reading

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## Tell us about your export meter (if you have one)

We need the following information from the front of your export meter. We'll also be in touch on the day of your switch to get another reading.

Meter make

Meter model

Meter serial number

Export meter reading

Date of reading

# Multi-installation declaration

## The legal bits

1. 'Nominated recipient' means a person appointed by a FIT generator to receive FIT payments in respect of an Accredited FIT Installation owned by that FIT generator and recorded as such on the Central FIT Register.

2. A 'connected person' in relation to a FIT generator or a nominated recipient, means anyone connected to that person within the meaning of section 1122 of the Corporation Tax Act 2010.

Once you're happy that you've understood everything above, please tick and sign ONE of the following two options:

- 1. The FIT generator or nominated recipient do not own or will not receive FIT payments from 25 or more eligible solar PV installations**

I \_\_\_\_\_ (the FIT generator) and  
I \_\_\_\_\_ (the nominated recipient\*)  
certify in respect of this application for accreditation that neither the FIT generator nor the nominated recipient (if there is one) are, or have applied to be, the FIT generator or nominated recipient for 25 or more other eligible PV installations located on different sites.

In this certification, references to the 'FIT generator' and 'nominated recipient' include all persons who are 'connected persons' in relation to them.

Signed FIT generator:

Signed nominated recipient\*:

Dated:

\* Only fill this in if there's a nominated recipient



**2. The 'FIT generator' or 'nominated recipient' own or will receive FIT payments from 25 or more eligible solar PV installations**

I \_\_\_\_\_ (the FIT generator) and  
I \_\_\_\_\_ (the nominated recipient\*)  
certify in respect of this application for accreditation that either the FIT generator or the nominated recipient (if there is one) are, or have applied to be, the FIT generator or nominated recipient for 25 or more other eligible PV installations located on different sites.

In this certification, references to the 'FIT generator' and 'nominated recipient' include all persons who are 'connected persons' in relation to them.

Please tick the relevant box or boxes to confirm whether the FIT generator and/or the nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations:

FIT generator

Nominated recipient

Signed FIT generator:

Signed nominated recipient\*:

Dated:

\* Only fill this in if there's a nominated recipient

# Your Feed-in Tariff Agreement

*By signing the declaration below, you're confirming that you've already got an accredited installation for which you receive Feed-in Tariff payments, and that you have appointed OVO Energy to act on the FIT and REGO\* registers on your behalf, and will sign any required declarations to this effect. You also authorise Ofgem to act on information provided by OVO Energy, and that Ofgem is entitled to assume that this information is accurate and reliable.*

*Your FIT will be audited to make sure you're using it properly. If there is any fraudulent activity, you might be prosecuted.*

*\*REGOs show that the electricity you generate comes from a renewable source.*

**I confirm that I have read this document in full, that all information provided is correct and that I understand I will need to agree to and sign a Statement of FIT Terms in order to be eligible for any generation and export payments. I also confirm I would like OVO Energy (OVO Electricity Ltd) to act as the Feedin Tariff licensee for this installation until notified otherwise.**

Name:

Signature:

Date:

