

Procedure for transferring a delivery agreement to a new tenant/new occupant.

When a property is transferred to a new occupant (tenant/new owner), the delivery agreement is transferred to the new occupant. The agreement with the old occupant is terminated and a new agreement is established with the new occupant.

The following steps and documents are important here:

1. Meter transfer - meter transfer document

The outgoing and incoming occupants together take the meter readings and fill these and their details in on the meter transfer document.

On the basis of this data, we know the initial value of the new resident's meter reading and we can draw up a statement of the outgoing resident's variable consumption.

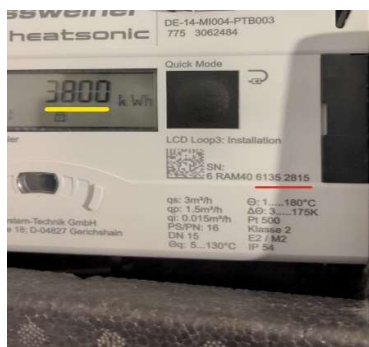
This settlement may involve additional billing or a refund on the advances already paid by the outgoing resident.

METER TRANSFER DOCUMENT			
Agreement on meter reading in case of: moving house, (re)purchase/(re)lease, divorce, death			
# This document must be signed by the 2 parties			
# This document transfers the existing contract from the current customer to the transferee			
# Document to be drawn up in 3 copies (current customer, transferee and DuCoop cvba)			
# Complete the document and deliver one copy to DuCoop cvba, Galjoenstraat 12 bus 401, 9000 Ghent, www.ducoop.be/contact			
# The transferee also provides DuCoop with a direct debit form (see "downloads" at www.ducoop.be)			
Date Meter Transfer	(day, month, year)		
Meter Address	Street:	Nr:	Box:
	City:	City Code:	
CONSUMPTION DATE HEAT METER			
Meter number:			

The meter for your heat consumption can be found in the heat station in the technical room of the house.

The meter is embedded in the black isomo shell of the heat station.

On the screen, you will see the meter reading in kWh (yellow) as well as the meter number (red).



2. Delivery agreement

The new resident establishes an agreement with DuCoop CV for the supply of heat in his home and completes the Delivery Agreement for this purpose.



DELIVERY AGREEMENT
Special Terms and Conditions of Delivery Heat network De Nieuwe Dokken

The undersigned

DuCoop CV, cooperative company, with registered office at Poortakkerstraat 94, 9051 Gent, with company number BE0562.869.422, represented by Peter De Smet, Chairman of the board of Directors, hereinafter referred to as "Company"

AND

Owner/ Tenant details (indicate and fill in as applicable):

Mr. Mrs. Miss. – First name, Surname, National Register Number:

3. Renting out your property – Annex to Rental Agreement

In case the property is rented out, the tenant has to sign the Annex to Rental Agreement. Through this annex he confirms to have taken note of the sustainability services offered by DuCoop CV.



Poortakkerstraat 94
9051 Gent (Sint-Denis-Westroam)
BTW BE0562.869.422


Annex to the rental agreement for a residential unit in De Nieuwe Dokken, covering the sustainability services offered by DuCoop cvba :

When purchasing a private property in De Nieuwe Dokken, the owner has subscribed to the "Statutes of the Main Association of Co-owners". Among other things, he has:

- Agreed to connecting to the heat network and the waste water networks of DuCoop as well as to the conclusion of a service provision agreement comprising the supply of heat, water purification, collection of vegetable and fruit waste, supply of green electricity from, among other things, the extraction of energy on roofs and facades, operation of a charging station network.
- Declared to agree with the General Terms and Conditions of Delivery of the Heat Network and the Wastewater Treatment by DuCoop cvba.
- Declared to agree with the leasehold over a space in the underground parking garage Centraal Ondergronds, the accessory right of superficies and associated easements granted to DuCoop cvba by the Main Association of Co-owners.

4. Calculation sheet

The calculation sheet explains the amounts applied to the monthly advance bills for heat supply. These amounts are based on the expected consumption in relation to the square meters of the house. The new occupant will also sign this document.

CALCULATION SHEET DUCCOOP HEAT SUPPLY DE NIEUWE DOKKEN			
Consumer:	De Prins - Taskinen		
Unit:	DUBBELTUJPE 1.3		
Address:	Galeipad 5 / 0101		
VAT nr (if applicable)			
m ² :	71		
Rate code:	A		
Basic delivered capacity	Heat exchanger CV of 7 kW and sanitary water of 42 kW		
Meternumber and reading	72486955	kWh on	
		Tarief 2023	
Yearly fixed capacity contribution		223,87 €	
Yearly fixed investment contribution		192,34 €	
Total yearly fixed contribution		416,21 €	
Pro rata fixed contribution until 12/2023	Monthly basis :	34,68 €	
Price kWh:		0,1610 €	
Yearly lump sum 45 kWh/m ² /year =	3195 kWh	514,40 €	
Pro rata consumption until 1/7/2023	Monthly basis :	42,87 €	
Monthly total in 2023:		77,55 €	ex. 6% BTW

5. Direct debit mandate

Those who opt for direct debit complete the direct debit mandate below and return it together with the above documents.

	Poortakkerstraat 94 9051 Gent (Sint-Denijs-Westrem) www.ducoop.be/contact BTW BE0562.869.422 – Triodos BE35 5230 8096 2137
EUROPEAN DIRECT DEBIT MANDATE	
Dear Customer,	
With this mandate you grant DuCoop cvba permission to pay invoices presented by DuCoop by direct debit. You have the right to claim from your bank the refund of an invoice presented by direct debit according to the terms and conditions described in the agreement you have signed with your bank. Any refund request must be submitted within 8 weeks of debiting your account. Your bank can inform you about your rights related to this mandate.	
Kind regards,	
DuCoop cvba	

6. Electric Vehicle Charging

DuCoop CV is also responsible for the public and private charging stations in De Nieuwe Dokken.

If requested, we can activate the access badge(s) of De Nieuwe Dokken for electric charging of your vehicle at one of the charging stations in the district.

All the above documents can be requested via email (amdegreef@ducoop.be) or downloaded from the DuCoop CV website (www.ducoop.be/Downloads).

This also applies to our **General Terms and Conditions** and the **Tariff Lists** for heat supply and Electric Charging.

Our contact details:

www.ducoop.be

Anne-Marie De Greef

amdegreef@ducoop.be

+32 472 81 73 80

Office address :

Galjoenstraat 12 bus 401

9000 Gent