



**SECTION 1 – OUTGOING CONTRACT HOLDER TO COMPELTE**

I / We \_\_\_\_\_

request that the rights and obligations of our ADT Customer Service Agreement be transferred to the new occupier off the site in accordance with Section 5 of our agreement.

My / Our ADT Agreement No is \_\_\_\_\_ Customer No: \_\_\_\_\_ and at the date of this application there are \_\_\_\_\_ months remaining on the Agreement.

The site address in reference to the above statement is:  
\_\_\_\_\_

I / We will be vacating this premise on (insert date): \_\_\_\_\_

I / We acknowledge and accept liability for the above mentioned ADT agreement until the assignment process has been completed.

I / We acknowledge that ADT will notify me by telephone once the above mentioned ADT agreement has been assigned.

\_\_\_\_\_  
*Signature (Outgoing Contract Holder) Signature (Outgoing Contract Holder)*

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

**SECTION 2 – INCOMING CONTRACT HOLDER TO COMPELTE**

<b>Applicant 1</b>
Name: _____
D.O.B: _____
Previous Address: _____
Time at Prev address: _____
Employer: _____
Occupation: _____
Time at Employer: _____

<b>Applicant 2</b> (Use only if more than 1 applicant)
Name: _____
D.O.B: _____
Previous Address: _____
Time at Prev address: _____
Employer: _____
Occupation: _____
Time at Employer: _____

My / Our telephone number at the new premises is ( \_\_ ) \_\_\_\_\_

**SECTION 3 – INCOMING CONTRACT HOLDER TO COMPELTE**

ALARM DESPATCH PROCEDURES (min. 2 Contacts)			
Contact 1 (C1)		Contact 2 (C2)	
Title: Mr/Mrs/Ms/Miss		Title: Mr/Mrs/Ms/Miss	
First Name		First Name	
Surname		Surname	
Relationship to customer		Relationship to customer	
Voice Code (unique to contact)		Voice Code (unique to contact)	
Keys? <small>(circle)</small>	Yes / No	Keys? <small>(circle)</small>	Yes / No
Home Ph		Home Ph	
Mobile No		Mobile No	
Other Phone No		Other Phone No	
Email		Email	

Contact 3 (C3)	
Title: Mr/Mrs/Ms/Miss	
First Name	
Surname	
Relationship to customer	
Voice Code (unique to contact)	
Keys? <small>(circle)</small>	Yes / No
Home Ph	
Mobile No	
Other Phone No	
Email	

SECTION 3 /cont...

**ALARM DESPATCH PROCEDURES**  
**ADT Security will take the following actions:**

<b>High Priority</b>	Hold Up	Advise Police
<b>High Priority</b>	Duress	Call site; if no answer; advise Police
<b>High Priority</b>	Fire / Medical	Call site; if no answer; call contacts; if no answer; advise emergency services <i>Additional charges may be incurred from Ambulance/Fire services for their response</i>
<b>Asset Threatening</b>	Intruder Alarms & Tamper Alarms	Call site; if no answer; call contacts; if no answer despatch patrol <b>Unless not authorised</b> <i>Additional charges may be incurred for Patrol response</i>

I do not authorise ADT Security to despatch patrol if contacts are not available  (Please tick)

<b>Subsistence Alarms</b>	Low Battery / System / Trouble Alarms	Call site; if no answer; call contacts
<b>Low Priority</b>	Power Fail / Timer Test Not Received Events	Call site; if no answer; call contacts <i>Timer Test Not Received events are generated when the alarm system does not send its regular test signal to ADT Security's Monitoring Centre</i>
<b>Low Priority</b>	Late to close / Schedule Violations	Call site; if no answer; call contacts <i>This is for customers receiving supervised monitoring services, a schedule of hours must be attached</i>

**Should you wish to alter, change or add to these Alarm Dispatch Procedures, please contact ADT Security on 131 005 and provide us with your instructions.**

I / We accept assignment of the rights and obligations of the above mentioned ADT agreement. The associated terms and conditions for this agreement have been supplied by the previous occupier.

I / We understand that there are \_\_\_\_\_ months remaining on the Agreement at the date of this application.

I / We understand that ADT will conduct a Public Record Check and that contract assignment may be rejected on this basis.

I / We have completed both Sections 2 and 3 of this form.

\_\_\_\_\_  
*Signature (Incoming Contract Holder) Signature (Incoming Contract Holder)*

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

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