

Your Ref:  
Our Ref: TT/MX  
Contact: Tenancy Team  
Extn: 3174

E-mail: [Tenancy.management@redditchbc.gov.uk](mailto:Tenancy.management@redditchbc.gov.uk)

Dear

**RE: APPLICATION FOR MUTUAL EXCHANGE WITH  
OF**

I acknowledge receipt of your application for a Mutual Exchange.

The Council has 42 days (6 weeks) to undertake the necessary checks to enable this exchange to take place. I have now started this process and will be contacting you shortly to arrange an inspection of your property.

May I remind you that you must not make any arrangements to exchange properties before you have received written confirmation from the Council that this mutual exchange has been approved.

Yours sincerely

TENANCY OFFICER