

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

E-mail: Tenancy.management@redditchbc.gov.uk

Dear

Following the inspection of your property in connection with your request to carry out a mutual exchange with of

I am writing to inform you that you are responsible for carrying out the following work before the exchange can be agreed:

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Please arrange to carry out the work in the next 7 days. Once the work has been completed please contact me to arrange a further inspection.

Yours sincerely

Tenancy Officer