

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

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

Dear

RE: MUTUAL EXCHANGE WITH _____ OF

An appointment has been made for an inspection of your property to be held on.....atby your Tenancy Officer

It is also necessary for the other party to the exchange of to be present at this inspection and for you to attend at their address when the inspection of their property is carried out.

The inspection of will be carried out onat by their Tenancy Officer

If either of these appointments is inconvenient, please telephone to arrange an alternative time.

Yours sincerely

Tenancy Officer

Please Note:Should either party rent a garage which is not an integral part of the property they will not automatically be included in the exchange.