

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: MUTUAL EXCHANGE WITH**

I am pleased to inform you that your application for a mutual exchange with  
of \_\_\_\_\_ has been approved.

To complete the exchange, I should be grateful if you would attend the Woodrow One Stop  
shop on \_\_\_\_\_ at \_\_\_\_\_

The rent payable for your new address will be \_\_\_\_\_ per week.

**PLEASE MAKE NO ARRANGEMENTS TO MOVE PRIOR TO THIS DATE.**

I would point out that internal decorations are the tenant's responsibility and no work of this  
nature will be carried out by the Council either before or after the exchange takes place.

Beware of becoming involved in an exchange proposal that involves the handing over of  
cash or any other payment. The Council has grounds for service of a Notice of Possession  
Proceedings on tenants who charge or pay for the assignment of a tenancy.

If an exchange takes place without the Council's written consent, tenancies cease to be  
secure tenancies and the Council may obtain possession by serving a Notice to Quit.

If you are in any doubt as to whether any proposal put to you by another tenant could, if  
accepted, lead to the termination of your tenancy, you should contact your Tenancy Officer.

Yours sincerely

Tenancy Officer