

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**

I have received a request to effect a mutual exchange of tenancies from the above named person(s) and give below details of my tenant(s) for your consideration:

TENANT: \_\_\_\_\_

FAMILY SIZE AND AGES: \_\_\_\_\_

\_\_\_\_\_

TENANCY COMMENCED: \_\_\_\_\_ PROPERTY TYPE:

\_\_\_\_\_

WEEKLY NET RENT: \_\_\_\_\_ HOUSING BENEFIT:

£ \_\_\_\_\_

RENT RECORD: \_\_\_\_\_

\_\_\_\_\_

OTHER DETAILS CONCERNING TENANCY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GENERAL REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I shall be pleased to receive similar details concerning your tenant, in order that consideration may be given to this request.

Yours sincerely

Tenancy Officer