

Your Ref:
Our Ref: TT/MX
Contact: Tenancy Team
Extn: 3174
E-mail: Tenancy.management@redditchbc.gov.uk

Dear

RE: MUTUAL EXCHANGE

I refer to the application for a Mutual Exchange between yourself and
of

I am unable to agree to this exchange taking place due to the rent arrears on
your rent account. Please see attached rent statement.

Should you wish to appeal against this decision, please contact your Tenancy
Officer.

Yours sincerely

Tenancy Officer