

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 wish to effect a mutual exchange, I have to inform you that you are responsible for carrying out the following works before the exchange can be agreed:

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Please contact me when these works have been completed. Contact should be made with myself within the next 7 days.

Yours sincerely

Tenancy Officer