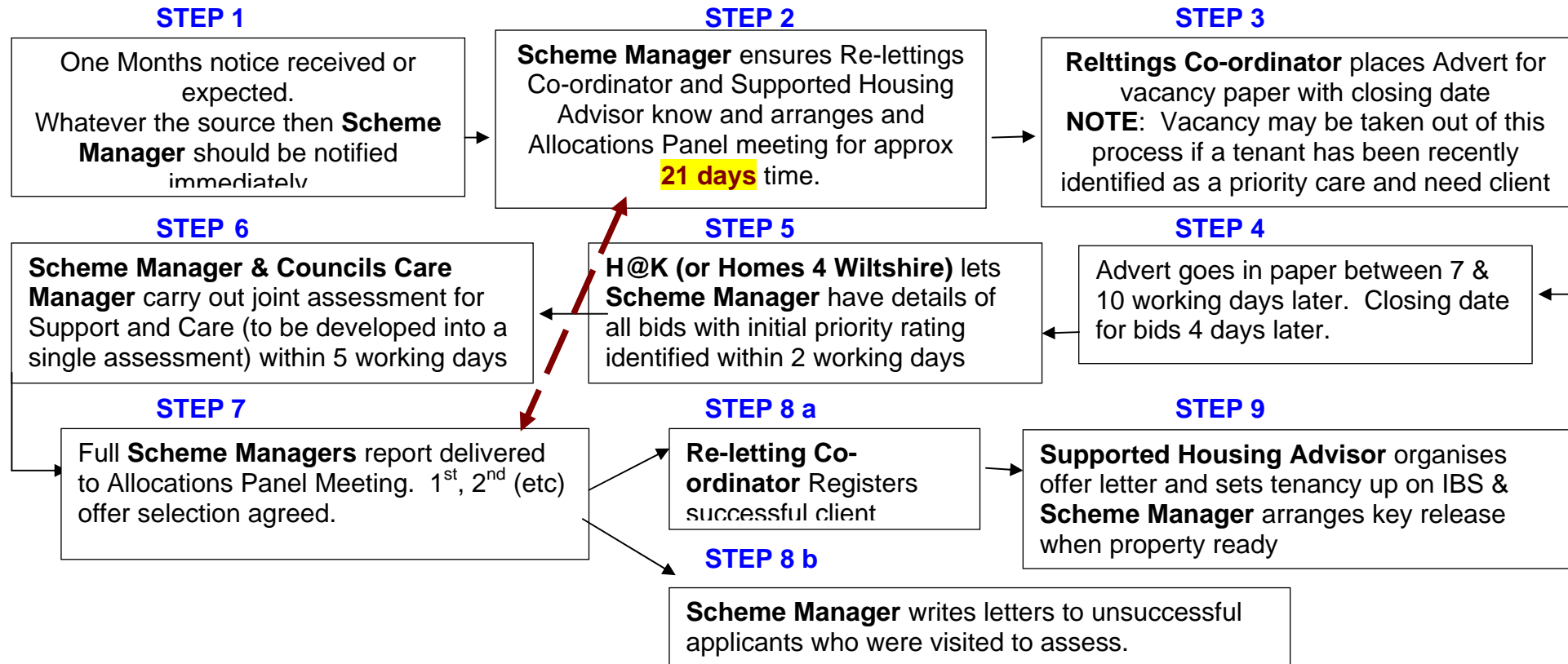


EXTRA CARE 9 STEP LETTINGS PROCESS FLOW CHART

This flow chart should be viewed as a guide to the overall process. The process does from time to time vary.



Step 3 to 9 Note: alongside this process the Reltting Team will arrange a pre void inspection, followed by a post void inspection and organise and carry out any remedial work, including an electricity test, to the property when void. In most cases the property should be ready to let any time from 3 weeks after allocation panel meeting (step 7).

The Association aims to let property within a **maximum** of 15 days from when the property becomes void (subject to void work).

AT ALLOCATIONS PANEL MEETINGS, NEXT PATHWAYS FLAT VACANCY AND ANY EARLY ALERT OF PENDING VACANCY TO BE DISCUSSED TOO.