

Date: [Insert Date]

To: [Seller Name]

From: [Buyer Name]

Property Address: [Insert Property Address]

Subject: Request for Early Occupancy Agreement Negotiation

Dear [Seller Name],

I am writing to formally request the possibility of entering into an Early Occupancy Agreement regarding the property located at [Insert Property Address].

As we move forward toward the scheduled closing date of [Insert Closing Date], I have encountered circumstances that make it beneficial for me to take possession of the home slightly ahead of schedule. Specifically, I am requesting to move in on [Insert Desired Move-in Date].

I understand that this request involves several legal and financial considerations. To ensure a mutually beneficial arrangement, I am prepared to negotiate the following terms:

- **Daily Pro-rated Rent:** A daily fee to compensate you for the period between my move-in and the actual closing date.
- **Security Deposit:** An additional refundable deposit to cover any potential issues during the early occupancy period.
- **Utilities:** Transferring all utility accounts into my name as of the early possession date.
- **Insurance:** Providing proof of a binder for homeowner's insurance effective as of the move-in date.
- **Maintenance:** Agreement to accept the property in its current "as-is" condition as of the date of early possession.

My goal is to make this transition as seamless as possible while ensuring your interests are fully protected. I am happy to have our respective legal representatives or real estate agents draft a formal Temporary Occupancy Agreement to finalize these details.

Please let me know if you are open to this discussion. I look forward to hearing from you soon.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

[Phone Number]

[Email Address]