

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Seller's Name]
[Seller's Address]

RE: Proposal for Pre-Closing Early Occupancy - [Property Address]

Dear [Seller's Name],

I am writing to formally request an early occupancy agreement regarding the property located at [Property Address], currently under contract with a scheduled closing date of [Closing Date].

Due to [briefly state reason, e.g., the expiration of my current lease / job relocation], I would like to propose moving into the property on [Requested Move-in Date]. I am suggesting the following terms for this interim period:

- **Occupancy Fee:** A daily rate of \$[Amount] to be paid for each day prior to the official closing.
- **Security Deposit:** An additional refundable deposit of \$[Amount] to cover any potential damages during the occupancy period.
- **Utilities:** I will transfer all utility accounts (electricity, water, gas) into my name effective [Requested Move-in Date].
- **Insurance:** I will provide proof of renter's insurance to cover my personal belongings and liability during this period.
- **Property Condition:** I agree to accept the property in its current condition as of the move-in date and will not perform any major alterations or renovations until after the final closing.

I understand that this arrangement requires a separate Temporary Occupancy Agreement. I am happy to have my legal representative or agent coordinate the paperwork with yours to ensure all protections are in place for both parties.

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]