

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Address or c/o Listing Agent Name]
[City, State, Zip Code]

RE: Proposal for Conditional Early Occupancy - [Property Address]

Dear [Seller's Name],

I am writing to formally propose a Conditional Early Occupancy Agreement regarding the property located at [Property Address], which is currently under contract with a scheduled closing date of [Closing Date].

Due to [Reason for request, e.g., expiring lease / job relocation], I would like to request permission to move into the property on [Requested Move-in Date], which is [Number] days prior to the official closing.

In consideration of this early possession, I propose the following terms:

- **Daily Fee:** I agree to pay a per diem rate of \$[Amount] for each day of occupancy prior to closing.
- **Security Deposit:** I will provide an additional refundable deposit of \$[Amount] to be held in escrow.
- **Utilities:** I will transfer all utility accounts to my name effective [Requested Move-in Date].
- **Insurance:** I will provide proof of a binder for homeowner's insurance and/or renter's liability insurance effective immediately upon occupancy.
- **"As-Is" Acceptance:** I agree to accept the property in its current condition as of the occupancy date and will not request further repairs or credits based on findings during the early occupancy period.
- **Maintenance:** I agree to maintain the interior and exterior of the property in its current state until the final closing.

I understand that this agreement is contingent upon the formal execution of a Temporary Occupancy Agreement as an addendum to our purchase contract. If for any reason the closing does not occur, I agree to vacate the premises within [Number] days of the contract termination.

Thank you for considering this request. I am happy to discuss these terms further to ensure both parties feel protected and comfortable with this arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]