

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

[Date]

[Builder/Developer Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Early Occupancy - [Property Address/Lot Number]

Dear [Contact Person Name],

I am writing to formally request early occupancy of the property located at [Property Address/Lot Number], currently under construction by [Company Name]. Our scheduled closing date is currently set for [Original Closing Date].

We are requesting to move into the premises on [Requested Occupancy Date]. This request is being made due to [briefly state reason, e.g., the expiration of our current lease / relocation requirements].

We understand that the following conditions must be met prior to our move-in:

- A temporary or final Certificate of Occupancy has been issued by the local municipality.
- The structure is safe and habitable.
- We will execute an Early Occupancy Agreement/Pre-Closing Possession Addendum.
- We will provide proof of homeowner's insurance (binder) effective as of the occupancy date.
- We agree to pay a daily prorated fee or "rent" as specified in the agreement until the final closing.

We are prepared to conduct a walk-through of the property to document its current condition prior to our move-in. We also understand that early occupancy does not waive any builder warranties or the completion of remaining "punch list" items.

Please let us know the next steps to formalize this arrangement and if there are any additional requirements we need to fulfill.

Thank you for your time and for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]