

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

[Date]

[Seller's Name]
[Seller's Address]
[City, State, Zip Code]

RE: Early Occupancy Request for [Property Address]

Dear [Seller's Name],

Following the recent property inspection conducted on [Date], we remain very excited about moving forward with the purchase of your home. As we move toward the closing date of [Closing Date], we would like to formally request your consideration for an early occupancy agreement starting on [Requested Start Date].

In exchange for early access to the property, we propose the following terms:

- **Daily Compensation:** We agree to pay a pro-rated daily fee of \$[Amount] for each day of occupancy prior to the official closing.
- **Security Deposit:** We will provide an additional refundable deposit of \$[Amount] to be held in escrow to cover any potential issues during this period.
- **Utilities:** We will transfer all utility accounts (water, electricity, gas) into our names effective [Requested Start Date].
- **Insurance:** We will provide proof of a binder for homeowner's insurance and liability coverage effective as of the move-in date.
- **Property Condition:** We agree to accept the property in its current post-inspection state and waive further claims regarding property condition arising during the early occupancy period.

We are happy to have our respective legal counsel or agents draft a formal "Early Occupancy Addendum" to ensure all protections are in place for both parties.

Thank you for your time and for considering this request. We look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]