

Date: [Insert Date]

Property Address: [Insert Full Address of the Property]

From (Transferor): [Insert Name of Seller/Landlord]

To (Transferee): [Insert Name of Buyer/Tenant]

Dear [Insert Name of Recipient],

This letter serves as formal confirmation of the transfer of possession and the delivery of keys for the above-mentioned property.

As of [Insert Time] on [Insert Date], legal possession of the property has been handed over to the Transferee. The following items have been provided:

- [Insert Number] sets of front door keys
- [Insert Number] sets of back door/balcony keys
- [Insert Number] garage door openers/remotes
- [Insert Number] mailbox keys
- [Insert Number] security alarm fobs/codes
- [Insert Number] common area/amenity keys

Utility Meter Readings at time of transfer:

- Electricity: [Insert Reading]
- Water: [Insert Reading]
- Gas: [Insert Reading]

By signing below, the Transferee acknowledges receipt of the keys listed above and accepts possession of the property in its current condition, subject to the terms of the [Sale Agreement/Lease Agreement].

Handed over by:

(Signature of Seller/Landlord)

Received by:

(Signature of Buyer/Tenant)