

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Tenant Address/Unit Number]
[City, State, Zip Code]

RE: Transfer of Possession and Delivery of Keys

Dear [Tenant Name],

This letter confirms that as of [Time] on [Date], legal possession of the property located at **[Property Address]** has been officially transferred to you.

The following items have been provided to you today:

- [Number] set(s) of front door keys
- [Number] set(s) of mailbox keys
- [Number] garage door openers
- [Number] security fobs/gate codes

By accepting these keys, you acknowledge that you have received access to the premises in accordance with your lease agreement. Please ensure that you have completed and returned the Move-In Inspection Checklist by [Date] to document the current condition of the unit.

As a reminder, all utilities must be transferred into your name effective [Date], if you have not already done so.

If you have any questions regarding the property or maintenance requests, please contact [Contact Person/Property Manager] at [Phone Number/Email].

Welcome to your new home.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acknowledgment

I, [Tenant Name], hereby acknowledge receipt of the keys and items listed above and accept possession of the property.

Signature: _____ Date: _____