

Date: [Insert Date]

To: [Receiver Name/Tenant Name]

Property Address: [Insert Full Property Address]

Subject: Transfer of Possession and Delivery of Keys

Dear [Name],

This letter serves as formal confirmation of the transfer of possession for the property located at the address listed above.

As of [Insert Time] on [Insert Date], management of the property has been officially handed over to [Name of Recipient]. By accepting the keys listed below, the recipient acknowledges full responsibility for the premises.

Key Inventory:

- [Number] Front Door Key(s)
- [Number] Back Door/Side Door Key(s)
- [Number] Mailbox Key(s)
- [Number] Garage Remote(s) / Key(s)
- [Number] Security Fob(s) / Access Card(s)
- [Number] Other: [Specify]

Condition Acknowledgment:

The recipient acknowledges receiving the property in the condition agreed upon in the [Lease Agreement / Management Contract]. Any immediate discrepancies should be reported in writing within [Number] hours of this transfer.

Utility Handover:

Responsibility for all utility accounts including electricity, water, and gas is transferred to the recipient effective [Insert Date].

Please sign below to acknowledge receipt of the keys and the legal transfer of possession.

Released By:

Signature: _____

Name: [Print Name]

Date: [Insert Date]

Received By:

Signature: _____

Name: [Print Name]

Date: [Insert Date]