

Date: [Insert Date]

To: [Homeowner Name(s)]

Property Address: [Insert Full Address of Property]

Subject: Transfer of Possession and Delivery of Keys

Dear [Homeowner Name(s)],

We are pleased to confirm that the construction of your new home at the address mentioned above is now complete. Following the successful final walkthrough and the fulfillment of all closing requirements, we are officially transferring possession of the property to you.

By signing this letter, you acknowledge receipt of the following items:

- [Number] sets of Front Door keys
- [Number] sets of Back Door/Side Door keys
- Garage door openers (if applicable)
- Mailbox keys (if applicable)
- Manufacturer manuals and warranty documents

Acceptance Statement:

I/We, the undersigned, hereby acknowledge that I/we have received the keys and took full possession of the property located at [Insert Full Address] on this [Day] day of [Month], [Year]. I/We accept the property in its current condition, subject to the agreed-upon punch list items (if any) and the builder's standard warranty policy.

Should you have any questions regarding your new home or need to report any warranty issues, please contact our customer service department at [Insert Phone Number/Email].

Congratulations on your new home!

Sincerely,

[Authorized Signatory Name]
[Construction Company Name]

Acknowledged and Received by:

[Homeowner Signature]

[Homeowner Signature]

Date of Possession: [Insert Date]