

Date: [Insert Date]

Property Address: [Insert Full Property Address]

Short Sale Approval Date: [Insert Date]

Closing Date: [Insert Date]

To: [Insert Buyer Name / New Owner Name]

Subject: Transfer of Possession and Keys

Dear [Insert Name],

Pursuant to the successful short sale closing of the property located at [Insert Property Address], I, [Insert Seller Name], hereby formally transfer full possession of the premises to you as of [Insert Time] on [Insert Date].

I confirm that the property has been vacated of all personal belongings and debris, and is being delivered in the condition agreed upon in the Short Sale Purchase Agreement.

Accompanied with this letter are the following items:

- [Insert Number] Set(s) of Front Door Keys
- [Insert Number] Set(s) of Back/Side Door Keys
- Garage Door Opener(s)
- Mailbox Key(s)
- Pool/Gate/Common Area Keys or Fobs (if applicable)

By signing below, the Buyer acknowledges receipt of the keys and takes full legal possession of the property. All utility responsibilities are transferred to the Buyer as of this date.

Seller Signature: _____ **Date:** _____

Buyer Signature: _____ **Date:** _____