

Date: [Insert Date]

Property Address: [Insert Full Unit Number and Condo Name]

City, State, Zip: [Insert City, State, Zip]

To: [Receiver Name / Buyer Name]

RE: TRANSFER OF POSSESSION AND DELIVERY OF KEYS

Dear [Receiver Name],

This letter serves as formal confirmation of the transfer of possession for the above-referenced condominium unit from [Seller Name] to [Buyer Name], effective as of [Time] on [Date].

The following items are being handed over at this time:

- [Number] sets of Unit Entrance Keys
- [Number] Mailbox Keys
- [Number] Building Access Fobs/Key Cards
- [Number] Garage/Parking Remote Transmitters
- [Number] Common Area/Amenity Keys

By signing below, the Receiver acknowledges that they have inspected the keys and access devices, confirming they are in working order, and accepts full responsibility for the property as of the date and time specified above.

Released By:

(Signature of Seller/Transferor)

Name: [Insert Name]

Received By:

(Signature of Buyer/Receiver)

Name: [Insert Name]

Witnessed By (Optional):

Name: [Insert Name]