

**Date:** [Insert Date]

**Tenant Name(s):** [Insert Tenant Names]

**Property Address:** [Insert Property Address]

Dear [Tenant Names],

This letter is a formal offer regarding an urgent voluntary relocation agreement, commonly known as "Cash for Keys."

As we have discussed, I am interested in regaining possession of the property sooner than the current lease allows. To assist with your relocation expenses and to ensure a swift transition, I am offering the following incentive:

- **Incentive Amount:** \$[Insert Amount]
- **Move-Out Date:** No later than [Insert Time] on [Insert Date]
- **Condition:** The property must be delivered in "broom clean" condition, free of all personal belongings and trash, with no new damages beyond normal wear and tear.

**Terms of Payment:**

The total incentive amount will be paid via [Check/Cashier's Check/Electronic Transfer] immediately upon a final walkthrough and the simultaneous surrender of all keys and access remotes to the landlord or their representative on the date specified above.

This offer is time-sensitive. If you wish to accept this offer, please sign and return this letter by [Insert Expiration Date/Time]. Once signed, this becomes a binding agreement to vacate the premises by the agreed-upon date.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Phone Number]

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**Tenant Acceptance**

I/We, the tenants, hereby accept the terms of this voluntary relocation offer and agree to vacate the property by the date and time listed above.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_