

DATE: [Current Date]

PROPERTY ADDRESS: [Property Address, City, State, Zip]

TO: [Occupant Name(s)]

Dear [Occupant Name],

This letter is to formally offer you a "Cash for Keys" agreement regarding the property located at [Property Address].

As you are aware, the property has undergone foreclosure. We would like to offer you a smooth transition and avoid the formal eviction process. In exchange for your cooperation in vacating the premises voluntarily, we are prepared to offer you a relocation incentive.

THE OFFER:

We will pay you the sum of **\$[Amount]** provided that the following conditions are met:

- The property is completely vacated by 11:59 PM on [Move-out Date].
- The property is left in "broom-clean" condition, with all personal belongings and trash removed.
- All appliances, fixtures, and hardware originally belonging to the property remain intact and undamaged.
- The keys and any garage door openers are handed over to our representative on the agreed date.

BENEFITS TO YOU:

- Receive immediate cash to assist with your moving expenses and new housing.
- Avoid an eviction judgment on your public record, which can make finding future housing difficult.
- More time and flexibility to plan your move compared to a court-ordered eviction.

If you agree to these terms, please sign below and return this letter by [Deadline Date]. Once signed, we will schedule a final walkthrough for [Move-out Date] to verify the condition of the property and issue your payment.

Please contact [Contact Name] at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name/Company Name]

[Your Title]

AGREED AND ACCEPTED:

Occupant Signature

Date