

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Cash for Keys Move-Out Confirmation

Dear [Tenant Name],

This letter serves as a formal confirmation of our "Cash for Keys" agreement regarding the property located at [Property Address].

Per our agreement, you have agreed to voluntarily vacate the premises and return all keys to the landlord by **[Move-Out Date]** at **[Time]**.

In exchange for vacating the property on or before the specified date and meeting the conditions listed below, the landlord agrees to pay you the sum of **[\$Amount]**.

Requirements for Payment:

- The property must be delivered in "broom-clean" condition, free of all personal belongings and trash.
- There must be no new damage to the property beyond normal wear and tear.
- All keys, fobs, and garage door openers must be surrendered at the time of inspection.
- The property must be completely vacant of all occupants.

Once the final walkthrough is completed and the conditions above are verified, the payment will be issued via [Check/Cash/Electronic Transfer] on [Date/Time of Handover].

By signing below, both parties acknowledge and agree to the terms of this transition.

Sincerely,

[Landlord/Manager Signature]

[Tenant Signature]