

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

Dear [Tenant Names],

This letter is a formal proposal for a voluntary move-out agreement, commonly referred to as "Cash for Keys." This offer is intended to provide a mutually beneficial alternative to the formal eviction process.

The Offer:

The Landlord agrees to pay the Tenant the sum of \$[Amount] in exchange for the Tenant voluntarily vacating the premises and returning the keys no later than [Time] on [Date].

Terms and Conditions:

- **Vacant Possession:** All occupants must move out and remove all personal belongings from the property by the agreed-upon date.
- **Property Condition:** The property must be left in "broom clean" condition, free of trash and debris, with no new damage beyond normal wear and tear.
- **Key Return:** All sets of keys and any garage door openers must be handed over to the Landlord or their agent at the time of inspection.
- **Release of Claims:** Upon payment, both parties agree to release each other from further obligations regarding the lease agreement.

Payment Method:

Payment will be made via [Check/Cashier's Check/Electronic Transfer] only after a final walkthrough is completed and it is verified that the conditions above have been met.

If you agree to these terms, please sign below and return a copy of this letter by [Date/Time]. This offer will expire after that time.

Sincerely,

Landlord/Property Manager Signature

Tenant Acceptance:

By signing below, I/we agree to the terms of this Cash for Keys agreement.

Tenant Signature

Date:

Tenant Signature

Date: _____