

Date: [Current Date]

Tenant Name(s): [Name of all adult occupants]

Property Address: [Full Address of the Rental Property]

Dear [Tenant Name(s)],

This letter serves as a formal agreement regarding the voluntary surrender of the property located at the address listed above. By signing this document, you agree to vacate the premises in exchange for a "Cash for Keys" payment under the following terms and conditions:

- **Move-Out Date:** You agree to completely vacate the property and return all keys/remotes no later than [Time] on [Date].
- **Property Condition:** The property must be left in "broom-clean" condition, free of all personal belongings, trash, and debris. No intentional damage should be present to the walls, floors, or fixtures.
- **Surrender of Possession:** On the move-out date, a walkthrough will be conducted. You will hand over all keys, gate openers, and security codes to the Owner/Landlord.
- **Payment Amount:** In exchange for vacating by the agreed date and leaving the property in the required condition, the Owner/Landlord agrees to pay you the sum of \$[Amount].
- **Payment Method:** Payment will be issued via [Check/Cash/Certified Funds] only after the inspection is completed and keys are surrendered.
- **Release of Claims:** Upon payment, both parties agree that the lease agreement is terminated, and both parties release each other from any further obligations or claims related to the tenancy.

Failure to vacate by the specified date or failure to leave the property in the agreed-upon condition will void this agreement and the payment will not be issued.

Sincerely,

Owner/Landlord Signature

Tenant Acceptance:

I/We, the Tenant(s), hereby agree to the terms outlined above.

Tenant Signature

Tenant Signature