

Date: [Date]

Property Address: [Full Address of the Property]

Tenant(s): [Name of all Tenants]

Landlord/Owner: [Name of Landlord or Company]

Dear [Tenant Name],

This letter serves as a formal agreement regarding the voluntary surrender of the property located at the address listed above.

The Landlord and Tenant(s) agree to the following terms:

- **Move-Out Date:** The Tenant(s) agree to vacate the premises and return all keys to the Landlord no later than [Time] on [Date].
- **Property Condition:** The Tenant(s) agree to leave the property in "broom-clean" condition, free of all personal belongings and trash. No intentional damage shall be done to the walls, floors, or fixtures.
- **Payment Amount:** In exchange for the timely move-out and the return of the property in the agreed-upon condition, the Landlord agrees to pay the Tenant(s) the total sum of \$[Amount].
- **Payment Method:** Payment will be made via [Check/Cash/Certified Funds] only after the Landlord has inspected the property and received all keys.
- **Release of Lease:** Upon successful completion of this agreement, the current lease agreement shall be considered terminated, and both parties shall be released from further obligations, excluding any existing damages beyond normal wear and tear.

By signing below, both parties acknowledge and agree to these terms.

Landlord Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____