

Date: [Insert Date]

Property Address: [Insert Full Property Address]

Subject: Cash for Keys Offer and Possession Agreement

Dear [Name of Occupant],

As you are aware, [Bank/Institution Name] is the current owner of the property located at [Insert Property Address]. We would like to offer you a financial incentive to vacate the premises voluntarily and leave the property in "broom-clean" condition.

The Offer:

The owner is offering a payment of \$[Insert Amount] in exchange for you moving out and surrendering all keys to the property by [Insert Move-out Date] at [Insert Time].

Terms of Agreement:

- The property must be completely vacant of all occupants and personal belongings.
- The interior and exterior of the property must be free of trash and debris.
- All appliances currently in the home must remain on the premises.
- The property must be left in a secure state with all windows and doors locked.
- All keys, garage openers, and security codes must be turned over to the designated representative.

Inspection and Payment:

A representative will meet you at the property on the date mentioned above to conduct a final walkthrough. Once it is confirmed that the property has been vacated according to the terms above, the payment of \$[Insert Amount] will be issued to you via [Check/Certified Funds].

If you are interested in this offer, please sign below and return this letter by [Insert Expiration Date].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]

Acceptance:

I/We, the occupants of [Insert Property Address], hereby accept the terms of this Cash for Keys Agreement.

Signature: _____ Date: _____

Print Name: _____