

SHORT SALE CASH FOR KEYS ADDENDUM

Date: [Date]

Property Address: [Full Property Address]

Seller/Owner: [Seller Name]

Occupant: [Occupant Name, if different from Seller]

Lender/Service: [Lender Name]

This Addendum is made part of the Short Sale Agreement between the Seller and the Lender for the property referenced above. The parties agree to the following terms regarding the voluntary vacancy of the property:

1. **Incentive Payment:** The Lender agrees to pay the Occupant the sum of \$[Dollar Amount] (the "Relocation Assistance") upon the successful closing of the Short Sale and the fulfillment of all conditions listed herein.
2. **Vacant Possession:** The Occupant agrees to completely vacate the property, remove all personal belongings, and remove all trash/debris no later than [Move Out Date] at [Time].
3. **Broom-Clean Condition:** The property must be left in "broom-clean" condition. All appliances, fixtures, and hardware must remain on the premises and be in the same condition as of the date of the Short Sale approval.
4. **Key Delivery:** All keys, garage door openers, and security codes must be delivered to [Authorized Party/Escrow Agent] upon move-out.
5. **Inspection:** Payment is subject to a final inspection of the property by the Lender or its agent to verify that the property has been vacated and left in the agreed-upon condition.
6. **Forfeiture:** Failure to vacate the property by the specified date or failure to leave the property in the required condition will result in the immediate forfeiture of the Relocation Assistance payment.
7. **Disbursement:** The payment shall be disbursed through the final settlement statement (HUD-1/Closing Disclosure) at the time of closing.

By signing below, all parties acknowledge and agree to the terms of this Addendum.

Seller/Occupant Signature: _____ **Date:** _____

Lender Representative Signature: _____ **Date:** _____