

Date: [Date]

Property Address: [Full Property Address]

Occupant Name(s): [Name of All Occupants]

Dear [Occupant Name],

I am the new owner of the property located at [Property Address]. I would like to offer you a "Cash for Keys" agreement to help you transition to a new residence smoothly and quickly.

The Offer:

I am prepared to pay you the sum of \$[Amount] in exchange for you voluntarily vacating the property and surrendering all keys by [Move-out Date] at [Time].

Terms of Agreement:

- The property must be left in "broom clean" condition.
- All personal belongings and trash must be removed from the interior and exterior of the property.
- No damage shall be done to the fixtures, appliances, walls, or structure.
- All keys, remotes, and access codes must be handed over at the time of inspection.

Payment Method:

The payment will be issued via [Check/Cash/Certified Funds] immediately following a final walkthrough to confirm the property is vacant and in the agreed-upon condition.

If you agree to these terms, please sign below and return a copy to me by [Deadline Date]. If you have any questions, please contact me at [Phone Number] or [Email].

Sincerely,

[Investor Name/Company Name]

[Phone Number]

Acceptance:

I/We, the occupant(s), agree to the terms stated above and will vacate the property by the date specified.

Signature: _____ Date: _____

Print Name: [Occupant Name]