

**Date:** [Date]

**Tenant Name(s):** [Tenant Names]

**Property Address:** [Full Property Address]

Dear [Tenant Names],

I am writing to offer you a voluntary "Cash for Keys" agreement regarding the property listed above. This offer is intended to assist with your relocation and provide a mutually beneficial solution for ending the current lease agreement.

**The Offer:**

If you agree to vacate the premises and return the keys by 11:59 PM on **[Move-out Date]**, I will pay you the sum of **[\$Amount]**.

**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 new damage must be present beyond normal wear and tear.
- All keys, fobs, and garage openers must be returned to the landlord at the time of inspection.
- The property must be delivered vacant, with no unauthorized occupants remaining.

**Payment:**

Payment will be issued via [Check/Cash/Electronic Transfer] immediately following a final walkthrough to verify the conditions above have been met. This payment is separate from the return of your security deposit, which will be handled according to state law.

Please notify me by [Response Deadline Date] if you wish to accept this offer. If accepted, we will sign a formal Move-Out Agreement to finalize these terms.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]