

DATE: [Insert Date]

TO: [Insert Occupant Names]

PROPERTY ADDRESS: [Insert Full Property Address]

RE: NOTICE TO VACATE AND CASH FOR KEYS OFFER

Dear Occupant(s),

Please be advised that the property located at [Insert Address] was recently sold at a foreclosure sale on [Insert Date]. The current owner of the property is now [Insert Owner/Company Name].

NOTICE TO VACATE

This letter serves as formal notice that you are required to vacate the premises and remove all personal belongings no later than [Insert Date].

CASH FOR KEYS OFFER

To assist with your relocation and to ensure the property is left in good condition, the owner is offering a voluntary "Cash for Keys" agreement. If you agree to the following terms, the owner will pay you the sum of **\$[Insert Amount]**:

- You must vacate the property on or before [Insert Move-Out Date].
- The property must be left in "broom-clean" condition, with all trash and personal debris removed.
- All appliances and fixtures that belong to the property must remain in place and undamaged.
- All keys and garage door openers must be turned over to the owner's representative at the time of inspection.

If you fail to vacate by the date specified above, or if you decline this offer, the owner will proceed with a formal eviction through the court system. An eviction filing may negatively impact your credit score and your ability to rent property in the future.

Please contact [Insert Name] at [Insert Phone Number] or [Insert Email] by [Insert Deadline Date] to accept this offer or to schedule an inspection.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]