

Date: [Insert Date]

Property Address: [Insert Full Property Address]

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

NOTICE TO VACATE AND VOLUNTARY DEPARTURE AGREEMENT

1. NOTICE TO VACATE: Notice is hereby given that following the foreclosure sale held on [Insert Date of Sale], the ownership of the property located at [Insert Address] has been transferred to [Insert New Owner/Lender Name]. Your right to occupy the premises has terminated. You are hereby required to vacate the premises no later than [Insert Final Vacate Date].

2. VOLUNTARY DEPARTURE TERMS: In exchange for your agreement to voluntarily vacate the property and surrender all keys on or before [Insert Agreed Move-Out Date], the New Owner agrees to the following (Check applicable):

- ☐ Cash for Keys: Payment in the amount of \$[Insert Amount] to be paid after inspection.
- ☐ Waiver of holdover rent/damages.
- ☐ Extension of time to vacate until [Insert Date].

3. CONDITION OF PROPERTY: To receive the consideration mentioned above, the Occupant agrees to leave the property in "broom clean" condition, remove all personal trash, and ensure all fixtures, appliances, and hardware remain intact. The property must be free of any hazardous materials.

4. RELEASE OF LIABILITY: Upon successful move-out and delivery of keys, both parties agree to release each other from further claims regarding the occupancy of this property, excluding any existing deficiency judgments unless otherwise noted in writing.

5. INSPECTION AND PAYMENT: A final walkthrough will occur on [Insert Date] at [Insert Time]. If the property is vacant and in the agreed-upon condition, payment/release will be issued at that time.

SIGNATURES:

Occupant Signature

Date

Owner/Authorized Representative Signature

Date