

Date: [Date]

To: [Occupant Names]

Property Address: [Full Property Address]

RE: VOLUNTARY POSSESSION AGREEMENT (CASH FOR KEYS)

Dear [Occupant Names],

This letter serves as a formal offer regarding the property located at [Property Address]. [Bank Name/Asset Management Company] is currently the owner or authorized representative of this property.

To avoid a lengthy legal eviction process, we are offering you a relocation incentive of **[\$Amount]** in exchange for voluntarily vacating the premises and surrendering all keys to the property.

To qualify for this payment, the following conditions must be met:

- The property must be completely vacated by [Time] on [Move-out Date].
- The property must be left in "broom-clean" condition, with all personal belongings and trash removed.
- All appliances and fixtures that belong to the property must remain and be undamaged.
- The exterior of the property (yard/porch) must be free of debris.
- All keys, remotes, and access codes must be surrendered to the authorized representative at the time of inspection.

Upon a successful walkthrough inspection to verify the conditions above, a check will be issued to you in the amount stated.

Please indicate your acceptance of this offer by signing below and returning this letter by [Deadline Date]. If you have any questions, please contact [Representative Name] at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title]

[Bank/Asset Management Company Name]

ACCEPTANCE:

I/We, the occupants of [Property Address], hereby accept the terms of this Cash for Keys agreement and agree to vacate the property by [Move-out Date].

Occupant Signature

Date