

Date: [Insert Date]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

RE: CASH FOR KEYS SETTLEMENT AGREEMENT

Dear [Occupant Name(s)],

This letter serves as a formal agreement regarding the voluntary surrender of the property located at the address listed above. [Lender/Service Name] is offering a "Cash for Keys" settlement to assist with your relocation expenses and to ensure the property is vacated in a timely and orderly manner.

Settlement Terms:

- **Payment Amount:** \$[Insert Amount]
- **Vacate Date:** [Insert Date] by [Insert Time]

Conditions for Payment:

To receive the payment listed above, the following conditions must be met by the Vacate Date:

1. The property must be completely vacant of all occupants.
2. All personal belongings and trash must be removed from the interior and exterior of the property.
3. The property must be left in "broom clean" condition.
4. All appliances and fixtures that belong to the property must remain and be in the same condition as of the date of this letter.
5. All keys, garage door openers, and security codes must be surrendered to the designated agent.
6. The property must be free of any damage beyond normal wear and tear.

Inspection and Payment Process:

An inspection will be conducted on the Vacate Date to verify that the conditions above have been satisfied. Once confirmed, the payment will be issued via [Check/Certified Funds] within [Insert Number] business days.

Please sign and return this letter by [Insert Expiration Date] to indicate your acceptance of this offer. If you have any questions, please contact [Contact Name] at [Phone Number].

Sincerely,

[Authorized Signer Name]
[Company Name]
[Contact Information]

ACCEPTANCE:

I/We agree to the terms and conditions set forth in this Cash for Keys Settlement Letter.

Occupant Signature / Date

Occupant Signature / Date