

**Date:** [Date]

**Property Address:** [Property Address]

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

Dear [Occupant Names],

As you are aware, the property located at [Property Address] has recently undergone foreclosure. [Name of Entity/Company] is the current owner of the property.

We would like to offer you a **Voluntary Move-Out Incentive (Cash for Keys)** to assist with your relocation. This offer is intended to provide you with financial resources to find new housing while ensuring the property is left in good condition.

**The Offer:**

We will pay you the sum of **[\$Amount]** if you fulfill the following conditions:

- Vacate the premises on or before [Move-out Date].
- Remove all personal belongings and trash from the interior and exterior of the property.
- Leave the property in "broom-clean" condition with no intentional damage to fixtures, walls, or appliances.
- Return all keys, garage openers, and access codes to the designated representative.
- Sign a formal Release of Possession and Surrender Agreement.

**Inspection and Payment:**

A representative will meet you at the property on the move-out date to conduct a final inspection. Once the conditions above are verified, the payment will be issued via [Check/Certified Funds] immediately upon your departure.

Please note that if you choose not to accept this voluntary offer, we may be required to proceed with formal legal action to regain possession of the property, which could result in an eviction on your public record.

If you agree to these terms, please contact [Name of Contact] at [Phone Number] or [Email Address] by [Deadline Date] to finalize the arrangement.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]