

# Mutual Agreement to Surrender Possession

Date: [Insert Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

## Subject: Mutual Agreement to Surrender Possession

Dear [Landlord's/Tenant's Name],

This letter serves as a formal mutual agreement between [Landlord's Name] and [Tenant's Name] regarding the surrender of possession of the property located at [Property Address].

Both parties hereby agree to the following terms:

- The tenant will vacate the premises by [Insert Vacate Date].
- The landlord will conduct a walkthrough inspection of the property on [Insert Inspection Date].
- Any security deposit will be refunded to the tenant within [Insert Number of Days] days after the inspection, contingent on the condition of the property.

Both parties acknowledge and agree to the terms outlined above. This agreement is made in good faith and is binding upon both parties.

Thank you for your cooperation.

Sincerely,

[Landlord's Name]  
[Landlord's Signature]

[Tenant's Name]  
[Tenant's Signature]