

Cash for Keys Agreement — Preparation Checklist

Bring these items to your first call with Stonegate. The more you have ready, the faster we can assess your situation and draft an agreement that protects you.

ABOUT THE TENANCY

- ☐ **Signed lease agreement**
Showing tenant name, unit address, monthly rent amount, and lease start date.
- ☐ **Tenant's full legal name**
Exactly as it appears on the lease — needed for the agreement to be enforceable.
- ☐ **Unit address and rental period**
Full civic address and whether the tenancy is monthly, fixed-term, or other.
- ☐ **Current rent amount**
Confirm the rent being paid — include any lawful increases since the original lease.

ABOUT THE NEGOTIATION

- ☐ **Reason for requiring the unit**
Sale, owner/family use, major renovation, or other — this affects your strategy.
- ☐ **Target vacate date**
The date you want vacant possession. Must be realistic to negotiate effectively.
- ☐ **Any existing LTB applications or notices**
N12, N13, or other notices already served — affects timing and approach.
- ☐ **Prior communications with the tenant about vacating**
Texts, emails, or letters where vacating was discussed — helpful context.

FINANCIAL PARAMETERS

- ☐ **Proposed payment range**
A rough idea of the minimum and maximum you are willing to offer.

Important: Never pay before the agreement is signed.

A verbal promise to vacate is not enforceable. Stonegate drafts a binding written agreement before any money changes hands. This protects you if the tenant takes the money and refuses to leave.