

# Sample Letter to Give Constable About Where to Bring Your Belongings

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If you want your belongings stored at a **particular** [licensed public warehouse](#) within 20 miles of the place you were renting, you need to put this request **in writing**. On the next page is a sample letter that you can give to the landlord or the constable whom the landlord has hired to move your belongings. (To be safe, give the letter to both.) You must notify the constable in writing **at** or **before** the time of the removal of the property.

What follows are instructions about how to fill in the letter on the next page.

## 1. First paragraph

Write your: 1) name, 2) the address of the place you are being evicted from, and 3) the date that the constable is planning to move you out (which you should have received in a notice at least 48 hours in advance).

## 2. Second paragraph

Write exactly where you want your belongings delivered to. Your belongings must be stored at a [licensed public warehouse](#) **within 20 miles** of the place you were renting.

A list of licensed public warehouses that comply with the eviction storage law is available online at:

[http://www.mass.gov/eopss/consumer-prot-and-bus-lic/  
license-type/public-warehouse/public-warehouse-evictions.html](http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/public-warehouse/public-warehouse-evictions.html).

**IMPORTANT:** You should make sure, in advance, that the licensed public warehouse is willing to accept your belongings at the time and date that is specified in the 48 hour notice. Your landlord is required to pay the cost of removing your property to the warehouse. A landlord then has the right to seek reimbursement from you for storage fees and costs.

## 3. Third paragraph

Write all phone numbers where the landlord or constable can reach you.

## 4. Sign the letter and write in the date

The date can be the same date that a constable is coming to move your belongings.

## 5. Deliver letter

If you can, make a copy of the letter for your records. Hand deliver the original and/or fax it to the landlord or constable (preferably both). You can do that **at** or **before** the removal of your property. It is a good practice to call the constable and/or landlord and tell them you will be delivering this notice.

**5. New address optional**

You can include your new address after your signature. You do not have to do this.

## Notice of Delivery of Tenant's Belongings to Alternate Location

Dear landlord and/or constable,

1. I, \_\_\_\_\_,  
am the tenant at \_\_\_\_\_,  
and am facing eviction on \_\_\_\_\_.
  
2. Pursuant to my rights under Massachusetts law,\* I am requesting  
that you deliver my belongings to the following **licensed public  
warehouse:**

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I understand that if there is any payment due for storage  
**at this alternatelocation**, I am responsible for it.

3. Please call me at \_\_\_\_\_ if you have any questions.  
You may also reach me at \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

New address and phone: