

# NOTICE TO VACATE

To avoid being charged rent beyond the requirements of your lease, and to facilitate the return of any security deposit to which you are entitled.

**Complete this form and send to:**

Berkshire Housing Services, Inc.  
1 Fenn St. 3<sup>rd</sup>. Floor  
PO Box 1180  
Pittsfield, MA 01202-1180

**(Please remember that a full 30 day notice from the date of receipt is required.)**

I am hereby submitting notice that I will vacate apartment # \_\_\_\_\_ at  
\_\_\_\_\_ as of  
(date) \_\_\_\_\_.

Please return any security deposit to which I am entitled to:

\_\_\_\_\_  
Forwarding Address

\_\_\_\_\_  
City

State

Zip code

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date