

## Out of Unit Resident Registration

All residents that will be out of their unit for **more than 7 consecutive days** must complete this form and return it to the Leasing Staff **prior to leaving the unit**. If you need assistance to complete this form please contact the Property Manager, Resident Service Coordinator, and/or the Site Superintendent.

Email to: [leasing@berkshirehousing.com](mailto:leasing@berkshirehousing.com)  
Fax: 413.403.2710  
Mail To: Berkshire Housing Services  
P.O. Box 1180  
Pittsfield, MA 01201

Resident Name: \_\_\_\_\_  
Property: \_\_\_\_\_  
Tenant Address & Unit #: \_\_\_\_\_  
\_\_\_\_\_

Date Leaving Unit: \_\_\_\_\_  
Expected Return Date to Unit: \_\_\_\_\_

Pets: \_\_\_\_\_ Yes \_\_\_\_\_ No

**\*\*Ensure that resident is aware that per Pet Policy, no pets can be left unattended in a unit for more than 12 hours for a dog and 24 hours for all other pets. If a tenant will be absent from their unit for an extended period, they must take action to have responsible care for the pet.\*\***

**List contact information for responsible caretaker of pet while absent form unit:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**By signing this form, the resident agrees and understands the following:**

- If a resident does not return to their unit per the return date as stated above, they must contact the Leasing Department and/or the Resident Service Coordinator and confirm when they will return to their unit. Extended absence from a unit may result in the loss of rent assistance/subsidy, if applicable, and/or eviction proceedings.
- Residents cannot be absent from their unit for more than 180 days.
- The lease and all addenda remain in full force and effect while a resident is absent from their unit.
- Rent that is not paid while a resident is absent from their unit may result in the loss of rent assistance/subsidy, if applicable, and/or eviction proceedings.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Berkshire Housing Staff

\_\_\_\_\_  
Date