

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

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If you do not want your belongings stored at a storage facility chosen by the landlord or constable, 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.) 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. **The alternate location may be anything from a relative's basement to a self-service storage facility.** Write the name of street and the number of the house. Also say whether you want your belongings put on a porch or a landing or in a particular room, and not on the sidewalk. It is important to be very specific.

**IMPORTANT:** You will be responsible for the payment of any storage charges at your chosen location. You should make sure, in advance, that the business or people at your chosen location are willing to accept your belongings at the time and date that is specified in the 48 hour notice.

## 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.

## 6. 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 an **alternate location**:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that if there is any payment due for storage  
**at this alternate location**, 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:

\* As amended Massachusetts General Law, Chapter 239, Section 4(a) states: " ... the officer **shall store** the property with a warehouse **or other storage facility of the defendant's choosing** if the defendant notifies the officer of his choice in writing **at or before the time of removal of the property.**"

