



VACATE NOTIFICATION

TENANT NAME - PRINT:

CURRENT ADDRESS:

I / We will be vacating on _____ at _____ AM / PM

MY FORWARDING ADDRESS:

INCLUDE YOUR ZIP CODE!

MY SOCIAL SECURITY NUMBER:

Why do I need to put my social security number on this form?

1. It verifies your identity.
2. You are taxed on the interest earned (if applicable) as income.

This form must be received in our office 14 days prior to the date you vacate.

You may bring this form to our office or fax it to 617-783-8880.