



IMPORTANT TO TENANT — If you are dependent upon a person in the military service of the United States or the State of New York, advise the Clerk immediately, in order to protect your rights

Index No.

	against	Petitioner (Landlord) Respondent (Tenant) Address Respondent (Undertenant)	NOTICE OF PETITION Non-Payment
First name of Tenant and/or Undertenant being fictitious and unknown to petitioner, Person intended being in possession of the premises herein described *			

To the respondent[s] above named and described, in possession of the premises hereinafter described or claiming possession thereof:

PLEASE TAKE NOTICE that a hearing at which you must appear will be held at the

County of _____ on _____ at _____ am/pm, on the annexed petition of _____ which prays for a final judgment of eviction, awarding to the petitioner the possession of premises designated and described as follows: the _____ rooms on the _____ floor, Apartment No _____ at _____, County of _____ and further granting to the petitioner such other and further relief as is demanded in the petition, which you must answer.

*TAKE NOTICE also that demand is made in the petition herein for judgment against you, the respondent, for the sum of \$ _____ with interest thereon from _____

TAKE NOTICE that your answer may set forth any defense or counterclaim you may have against the petitioner.

TAKE NOTICE also that if you shall fail at such time to interpose and establish any defense that you may have to the allegations of the petition, you may be precluded from asserting Such defense or the claim

TAKE NOTICE also that your answer may be made at the time of hearing specified above unless this Notice of Petition is served upon you on or before _____ in which event must answer at least 3 days before the petition is noticed to be heard, either orally before the clerk of the court at his or her office or in writing by serving a copy thereof upon the undersigned attorney for the* petitioner, and by filing the original of such written answer with proof of service thereof in the office of the clerk at least 3 days before the time the petition is noticed to be heard; in addition thereto, you must appear before the court at the time and place hereinabove set forth for the hearing.

TAKE NOTICE that your failure to appear and answer may result in final judgment by default for the petitioner in the amount demanded in the petition.

Dated: _____

Attorney(s) for Petitioner
Office & Post Office Address, Telephone

Clerk

*Delete if inapplicable.
**Delete this paragraph if the Notice of Petition is not served at least 8 days prior to the return date.
***If the petitioner appears in person, strike out the words "undersigned attorney for the."

being duly sworn, . deposes and says that deponent is not a party to this proceeding, is over 18 years of age and resides at

being duly sworn, deposes and says that he is agent of

Petitioner in the within proceeding.

SERVICE BY PERSONAL DELIVERY

That on _____ at No. _____

That the property sought to be recovered is No. _____

deponent served the within notice of petition and petition on

(a) respondent therein named, by delivering a true copy of each to said respondent personally; deponent knew the person so served to be the person described as said respondent therein. Deponent describes the individual as

male female height weight hair color age

(b) a _____ corporation, respondent therein named, by delivering a true copy thereof to

_____ personally; deponent knew said corporation so served to be the corporation described therein as said respondent and knew said individual to be the

Sworn to before me on

Sworn to before me on

State of New York, County of _____ ss.: _____ says, that deponent is not a party to this proceeding, is over 18 years of age and resides at No. _____

being sworn,

Deponent was unable to serve personal delivery. The property sought to be recovered is No. _____

respondent by

SERVICE OTHER THAN BY PERSONAL DELIVERY

strike out inapplicable statements

On _____ at _____ o'clock _____ M. deponent served the within notice of petition and petition by gaining admittance to said property and delivering to and leaving a copy thereof personally with a person of suitable age and discretion, who was willing to receive same and who — resided — was employed — at said property by affixing a copy thereof upon a conspicuous part, to wit: -the entrance door of said property; by placing a copy thereof under the entrance door of such premises; deponent was unable to gain admittance thereat or to find a person of suitable age and discretion willing to receive same.

MAILING and within 1 day thereafter, on _____ by mailing a copy thereof enclosed in a postpaid properly addressed wrapper to respondent at the property sought to be recovered which is respondent's residence or corporate respondent's principal office or principal place of business by registered-certified-mail and by regular first class mail.

use either (a) or (b) if applicable (a) which is individual respondent's last — residence address — place of business or employment address. (b) which is corporate respondent's last known principal office or principal place of business within the state by depositing the same in — post office — official depository under the exclusive care and custody of the United States Postal Service within the state.

Sworn to before me on

Index No.

Before

Justice

Petitioner Landlord

against

Respondent Tenant

Notice of Petition - Non Payment

Rent \$ _____ Returnable

the _____ day of

at _____ M.

The Petition appears on _____ and demands the rent and psession of the premises within mentioned for the non-payment of the rent.

The Responed Tenant appears

Decision is therefore rendered the _____ in favor of _____ Petitioner Landlord and I hereby award to Landlord _____ the delivery of the possession of the premises within described, by reason of the non-payment of the said rent; and I hereby order that a warrant issue to remove the said Tenant and all persons from the said premises, and put the Petitioner Landlord into full possession thereof; and I hereby award to the Petitioner landlord costs of the proceedings.

Justice

Warrant issued _____ day of _____

Justice

AFFIDAVIT AS TO LAST RESIDENCE