



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 _____

NOTICE OF PETITION
TO RECOVER
REAL PROPERTY

Respondent (Undertenant)

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 _____
Apartment No. _____ 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 also 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 on which it is based in any other proceeding or action.

**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 you 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 the agent of

Petitioner in the within proceeding.

That the property sought to be recovered is No.

That on at 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 individuals 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

thereof.

Sworn to before me on

Sworn to before me on

SERVICE OTHER THAN BY PERSONAL DELIVERY

State of New York, County of

ss.:

deposes and says, that deponent is not a party to this proceeding, is over 18 years of age and resides at No.

being duly sworn,

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

respondent by

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

SUBSTITUTED SERVICE

CONSPICUOUS PLACE SERVICE

receive same and who — resided — was employed at said property

☐ by affixing a copy thereof upon a conspicuous part, to wit: — the entrance door

☐ 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.

of said property;

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.

Court

County of

Petitioner
L
against

Respondent
Tenant

NOTICE OF PETITION

Resp. answered on

Answer is

Counterclaim

Trial set for

Dated:

Justice

Dismissed, M.

☐ No appear. of Petitioner

☐ No appear. either side

Resp. defaulted at M.,

Days stay. Submit final judgment.

Dated:

Justice

MEMORANDA

ADJOURNMENTS:

Attorney(s) for Petitioner
—Office, Post Office Address and Telephone Number—

AFFIDAVIT AS TO LAST RESIDENCE