



CIVIL COURT OF THE CITY OF NEW YORK,
COUNTY OF _____

Index No. L & T _____

(OWNER'S NAME)

Petitioner (Landlord)

NOTICE OF PETITION
HOLD OVER

against

*Respondent (Tenant)
Address*

Petitioner's Residence:

(TENANT'S NAME & ADDRESS)

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*

Business Address:

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 Civil Court of the City of New York,
Part to be held at (ADDRESS OF THE HOUSING COURT)

County of (COUNTY) on (LEAVE BLANK) at (BLANK) am/pm, on the annexed petition
of (OWNER'S NAME) which prays for a final judgment of eviction, awarding to the

petitioner the possession of premises designated and described as follows:

the (ALL) rooms on the (#) floor, Apartment No. (#) at (STREET ADDRESS)
City of New York, County of (COUNTY) 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
\$ (AMOUNT) with interest thereon from (DATE OF TERMINATION)

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 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 (LEAVE BLANK) 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.

TAKE NOTICE that under Section 745 of the Real Property Actions and Proceedings Law, you may be required by the
Court to make a deposit of use and occupancy, or a payment of use and occupancy to the petitioner, upon your second
request for an adjournment or if the proceeding is not settled or a final determination has not been made by the Court within
30 days of the first court appearance. Failure to comply with an initial deposit or payment order may result in the entry of a
final judgment against you without a trial. Failure to make subsequent required deposits or payments may result in an
immediate trial on the issues raised in your answer.

Dated: (DATE FORM IS FILLED OUT)
(OWNER'S NAME)

(LEAVE BLANK)

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

Clerk

New York, advise the Clerk immediately, in order to protect your rights



CIVIL COURT OF THE CITY OF NEW YORK, COUNTY OF

(CLERK WILL GIVE YOU THIS

(OWNER'S NAME)

Index No. _____

(TENANT'S NAME & ADDRESS)

Petitioner (Landlord)

Respondent (Tenant)

L & T _____

(BOROUGH, NY, ZIP CODE)

Address

PETITION

Hold Over

First name of Tenant and/or Undertenant being fictitious and unknown to petitioner,
Person intended being in possession of the premises herein described*

Respondent (Undertenant)

THE PETITION OF (OWNER'S NAME)

owner and landlord of the premises shows that:
of the Petitioner a domestic corporation.

1. The undersigned is (OWNER)

2. Respondent (TENANT'S NAME)

is tenant of the premises, entered into possession under

(ORAL/WRITTEN) rental agreement made on or about (DATE OF LEASE/MOVE)

between respondent and

landlord (landlord's predecessor), for (PERIOD OF TIME) starting (DATE)

ending

(DATE) and continued therein pursuant to said agreement.

Respondent (UNDERTENANT'S NAME)

is undertenant of the aforementioned respondent tenant.

3. The premises are described as follows: (ALL ROOMS; FLOOR #, APARTMENT # AND ADDRESS)

which is situated within the territorial jurisdiction of the Civil Court of the City of New York, County of

4. The term for which said premises were rented by the respondent tenant expired on (TERMINATION DATE)

5. The respondents continue in possession of the premises without permission of the landlord, or of the petitioner, after the expiration of said term.

6. **

7. The premises are not a multiple dwelling. The premises are a multiple dwelling and pursuant to the Administrative Code Article 41 there is a currently effective registration statement on file with the Office of Code Enforcement in which the owner has designated the managing agent named below, a natural person over 21 years of age, to be in control of and responsible for the maintenance and operation of the dwelling.

Multi. Dwell. Regis. No. _____ Registered Managing Agent's Name _____ Address (either) Residence Business _____ Tel. (opt.) To call for repair & service _____

(FILL IN INFORMATION AS IT APPEARS ON THE MULTIPLE DWELLING REGISTRATION)

¹ Petitioner lacks written information or notice of any address where the respondent tenant resides—is employed—has a place of business—has its principal office—place of business in New York State, other than the address of the property sought to be recovered.

At least 30 days before the expiration of the said term the respondent tenant was served in the manner provided for by law with a notice in writing, a copy of which with proof of service is hereto annexed and made a part of this petition, that the landlord elected to terminate the said tenancy and that unless the said tenant removed from said premises on the day on which said term expired the landlord would commence summary proceedings under the statute to remove said tenant therefrom.

Petitioner requests final judgment: awarding possession of the premises to the petitioner-landlord; issuance of a warrant to remove respondents from possession thereof; judgment for rent in arrears against respondent tenant for \$ (AMOUNT) ; fair value of use and occupancy; interest from _____ ; costs and disbursements herein.

Dated: _____

Petitioner

(OWNER'S SIGNATURE)

Print or type name

STATE OF NEW YORK, COUNTY OF

ss.: The undersigned**

petitioner attorney for petitioner (petitioner is not within the county in which deponent's office is located)

agent for petitioner _____ of petitioner (petitioner is a corporation)

being duly sworn states that deponent has read heard the petition,

the contents of the petition are true to deponents own knowledge except as to those matters which are alleged on information and belief. As to them deponent believes them to be true. the material allegations are within the personal knowledge of deponent

the information stated above is from the books and records of the petitioner

Sworn to before me on

(HAVE SIGNATURE NOTARIZED)

Print name beneath signature.

Petitioner's attorney
P.O. Address

ms may be purchased from BlumbergEXcelsior, Inc. or any of its dealers