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| State of New York | Rev. 1343D0C |
| **NEW YORK NOTICE** | |

**14-Day Notice to Pay Rent or Quit**

\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_

Rental Property:

\_\_\_\_\_\_\_\_\_\_\_

**RE: RENT DEMAND**

**YOU ARE HEREBY NOTIFIED THAT**, under the terms of the lease agreement dated \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ (the “Lease”) for the rent and use of the premises listed above now occupied by you:

Your rent for the period from \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ is PAST DUE. Accordingly, you owe the following amounts:

|  |  |
| --- | --- |
| Rent past due:  Late fee: | $\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_ |
| **Total Amount Past Due** | **$\_\_\_\_\_\_\_\_\_\_** |

**I demand payment in full of the total amount past due on or before** \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. Unless payment is made by such date, the LEASE will be terminated and you must vacate the premises. You are further notified that unless you pay the total amount past due or vacate the premises by such date, legal action may be initiated against you.

Payment must be made: (Check one)

In personal at the landlord’s address. Payment must be made in person at the address below

between the hours of \_\_\_:\_\_\_\_\_\_ AM/PM to \_\_\_:\_\_\_\_\_\_ AM/PM, on: (Check all that apply)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

By mail to the landlord’s address. Payment must be made by mail to the address stated below.

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This Is a: (Check one)

**14 DAY** **NOTICE.** (the minimum required by law)

**\_\_\_\_\_ DAY NOTICE.** (number of days stated in original lease agreement)

This notice is provided to you in accordance with the Lease and NEW YORK REAL PROPERTY ACTIONS AND PROCEEDINGS §711(2) Nothing in this notice is intended or shall be construed as a waiver by the Landlord of any rights or remedies the Landlord may have under the Lease or under state or federal law.

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| --- | --- | --- |
|  |  |  |
| Landlord Signature |  | Date |

Name: \_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_

**AFFIDAVIT OF SERVICE**

I, the undersigned, being duly sworn, deposes and says, the following:

I am over 18 years of age and I reside at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am not a licensed process server, and I have not served more than 5 legal documents during the past year.

On the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ AM/PM in the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the City of New York:

I served the attached Notice upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, known to me to be the tenant, by personally delivering a true copy to him/her at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Description of individual served in person:

Sex: \_\_\_\_\_\_\_\_\_\_\_ Color of Skin: \_\_\_\_\_\_\_\_\_\_\_\_\_ Color of Hair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approx Age: \_\_\_\_\_\_\_\_\_ Approx Weight: \_\_\_\_\_\_\_\_\_\_\_\_ Approx Height: \_\_\_\_\_\_\_\_\_\_\_\_

I served a true copy of the attached Notice upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a person of suitable age and discretion willing to receive the demand and who resided or was employed at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Within one day thereafter, on the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, I mailed a copy thereof enclosed in a post-paid properly addressed wrapper to the tenant at the above address, which is the tenant’s residence, by first class mail and by certified mail.

After attempting personal service on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM and on the \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_ AM/PM, I placed a true copy of the attached Notice  under the entrance door  by affixing it on the entrance door at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I was unable to gain admittance or to find a person of suitable age and discretion willing to receive the demand. Within one day thereafter, on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_, I mailed a copy thereof enclosed in a post-paid properly addressed wrapper to the tenant at the above address, which is the tenant’s residence, by first class mail and by certified mail.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_