

# NEW YORK NOTICE

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

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

Rental Property:  
\_\_\_\_\_

## **RE: NOTICE OF TERMINATION**

**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:

YOU ARE CURRENTLY IN VIOLATION ( of Section \_\_\_\_\_) OF THE LEASE AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**The tenancy is hereby terminated and you must vacate the premises and deliver possession of the same to me on or before \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_:\_\_\_\_ AM/PM.** You are further notified that unless you vacate the premises, legal action may be initiated against you.

THIS IS A: (Check one)

- 30 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 §753(4). 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.

\_\_\_\_\_  
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: \_\_\_\_\_