

State of New York

# EVICTION NOTICE

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## 10-Day Notice to Quit

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

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

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

### **RE: NOTICE TO QUIT**

**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 NOT AUTHORIZED TO BE ON THE PREMISES.

**You must vacate the premises and deliver possession of the same to me by \_\_\_\_:\_\_\_\_ AM/PM on \_\_\_\_\_, 20\_\_\_\_.** You are further notified that unless you vacate the premises, legal action may be initiated against you.

THIS **10 DAY** NOTICE IS PROVIDED TO YOU IN ACCORDANCE WITH THE LEASE AND NEW YORK REAL PROPERTY ACTIONS AND PROCEEDINGS §713. 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: \_\_\_\_\_

