

Instructions for Preparing

Affidavit of Personal Service

Find the number on the form each instruction below.

Type or print in black ink only.

1. Write the name of the court.
2. Write the name of the county where court is located.
3. Write the Index Number or Docket Number after the court gives you one for this case.
4. Write your name and address, if you are the landlord. (The landlord is the "petitioner.")
If you are filling out this form for the landlord, write the *landlord's* name and address, not your own.
5. Write the name and address of the tenant(s). (The tenant is the "Respondent.")
6. Write the name of the county where this Affidavit will be signed and sworn to.
7. Write the name of the city, town, or village where this Affidavit will be signed and sworn to.
8. Write the name of the person who served the papers.
9. Write the name of the document that was served.
10. Write the name of the tenant(s) as it appears on the case papers.
11. Write the address of the place where the tenant was served with the case papers.
12. Write the time and date the tenant was served.
13. Fill in the description of the person served.

NOTE: THIS FORM MUST BE NOTARIZED.

LEAVE THE REST OF THIS FORM "BLANK" UNTIL YOU ARE IN THE PRESENCE OF THE NOTARY PUBLIC.

14. The person who served the papers should sign here in the presence of a Notary Public.
15. The notary will complete the date and sign his/her name. The person who served the papers must sign and print his/her name in the presence of a Notary Public.

STATE OF
CITY/DISTRICT/TOWN/VILLAGE COURT (1) _____
COUNTY OF (2) _____

(4) _____

(3) Index/Docket No. _____

Petitioner(s)/Landlord(s)

-against-

AFFIDAVIT OF PERSONAL SERVICE

(5) _____

Respondent(s)/Tenant(s)

State of
County of (6) _____ ss.: City/Town Village of (7) _____

(8) _____, being duly sworn, deposes and says

that (s)he served the (9) _____

In the above entitled action upon the following named respondent(s) at the following place(s) and time(s):

(10) TENANT NAME(S)	(11) ADDRESS (CITY/TOWN/VILLAGE) & STATE	(12) TIME & DATE
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_____	_____	_____
_____	_____	_____
_____	_____	_____

by delivering to and leaving with respondent(s), personally, a true copy thereof, and deponent further says that (s)he knew the person so served to be the same person mentioned and described in the said summons as respondent therein, and that at the time of making such service deponent was over eighteen years of age and not a party to this action. That (s)he asked respondent whether respondent was in the military service of the United State Government, in any capacity whatever, and respondent replied (s)he was not. Respondent was clad in ordinary civilian clothes and wore no military uniform of any kind.

(13) The person served is described as follows:

Sex _____, Color of Skin _____, Hair Color _____, Approximate: Age _____,
Weight _____, Height _____. Other identifying features: _____

(14)

(Signature)

(Print or Type Name)

(15)

Sworn to before me this _____ day
of _____, 20 _____

Notary Public

Instructions for Preparing

Affidavit of Substituted or Conspicuous Place Service

Find the number on the form each instruction below.

Type or print in black ink only.

1. Write the name of the court.
2. Write the name of the county where court is located.
3. Write the Index Number or Docket Number after the court gives you one for this case.
4. Write the landlord's name and address, if you are the landlord. (The landlord is the "Petitioner.") If you are filling out this form for the landlord, write the *landlord's* name and address, not your own.
5. Write the name and address of the tenant(s). (The tenant is the "Respondent.")
6. Write the name of the county where this Affidavit will be signed and sworn to.
7. Write the name of the person who served the papers.
8. Write the name of the case paper(s) that was served.
9. Write the name of the tenant(s) as it appears on the case papers.
10. Write the name of the person who received the papers.
11. Write the date and time that the papers were served.
12. Write the address where the papers were served and place a [✓] in the box that describes that place.
13. Provide the information that describes the person who was served.
14. Write the address to which the papers were mailed.
15. Write the date the papers were mailed.
16. If the papers were affixed or left at the tenant's address, write that address and place a [✓] in the box that describes that place.
17. Write the date and time the papers were affixed or left at the tenant's address.
18. Write the address to which the papers were mailed.
19. Write the date the papers were mailed.
20. Write the dates and times you tried to make personal service on the tenant. Leave blank if no attempts were made at personal service.

NOTE: THIS FORM MUST BE NOTARIZED. LEAVE THE REST OF THIS FORM "BLANK"

UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC.

21. The person who served the papers should sign here in the presence of a Notary Public.
22. The notary public will complete the date and sign his/her name.

STATE OF NEW YORK

CITY/DISTRICT/TOWN/VILLAGE COURT (1) _____

COUNTY OF (2) _____

(4) _____

(3) Index/Docket No. _____

Petitioner(s)/Landlord(s)

-against-

**AFFIDAVIT OF SUBSTITUTED OR
CONSPICUOUS PLACE SERVICE**

(5) _____

Respondent(s)/Tenant(s)

State of New York

County of (6) _____

(7) _____, being duly sworn, deposes and says that (s)he served the (8) _____
in the above entitled action in the following manner, stated herein at the following place and time: By
personally delivering to and leaving a true copy for (9) _____

with (10) _____, a person of suitable age and discretion, on the

(11) _____ day of _____, 20____, at _____ am/pm at

(12) _____ the ☐ dwelling place,

☐ usual place of abode, ☐ place of business within the State of New York Deponent further states that (s)he

describes the person actually served as follows:

(13) Sex _____, Color of Skin _____, Hair Color _____, Age _____, Weight _____,

Height _____, Other identifying features _____

AND

by mailing a true copy to the respondent at (14) _____

_____ (his)(her) last

known residence by both first class and certified mail on the: (15) _____ of _____, 20____.

OR

by affixing a true copy thereof to respondent's door or by placing a copy of the papers under the entrance door at

(16) _____

the ☐ dwelling place, ☐ usual place of abode, ☐ place of business within the State of New York on

the: (17) _____ day of _____, 20____ at _____ am/pm.

AND

by mailing a true copy of the same to the respondent at (18) _____

(his/her) last known residence by both first class and certified mail on the: (19) _____ day of _____, 20____.

Deponent previously attempted to serve the respondent on the (20) _____ day of _____, 20____ at _____

am/pm; on the _____ day of _____, 20____ at _____ am/pm; and on the _____ day of _____, 20____ at _____

am/pm.

(21)

(Signature)

(Print or Type Name)

(22)

Sworn to before me this _____ day

of _____, 20____

Notary Public