

CIVIL COURT OF THE CITY OF NEW YORK
COUNTY OF _____

Index No. L&T _____

Petitioner-Landlord

– against –

AFFIRMATION OF SERVICE
(Other than Personal Delivery)

Respondent(s)-Tenant(s)

and

Respondent(s)-Undertenant(s)

State of New York, County of _____ ss:

_____, hereby affirms, deposes and says:

Name of Server

I am 18 years of age or older and not a party to this action.

At _____ AM / PM, on _____ at _____
Time Date Address

in the County of _____, City of New York, I served the attached _____
_____ in this matter on _____ by:

Type of paper(s) served

Name of Respondent as shown above

a) delivering _____ to: _____

Type of Paper(s) Served

Name of person served

who was substituted for the Respondent.

Description of Individual Substituted:

Sex: _____ Color of Skin: _____ Color of Hair: _____

Approximate Age: _____ Approximate Weight: _____ Approximate Height: _____

Other Identifying Features: _____

b) affixing the _____ to a conspicuous part of the door of

Type of paper(s) served

Previous attempts: _____ at _____ AM/PM and _____ at _____ AM/PM.
Address Date Time Date Time

A copy of the _____ was mailed to the respondent at:
Type of paper(s) served

_____ by certified and first class mail in an envelope marked personal and confidential on _____
Address Date

I am not a licensed process server and have not served more than five (5) papers this year.

I affirm this _____ day of _____, 20____, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Printed Name: _____ Signature: _____