

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