

STATE OF NEW YORK  
CITY/DISTRICT/TOWN/VILLAGE COURT (1) \_\_\_\_\_  
COUNTY OF (2) \_\_\_\_\_

(4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Petitioner(s)/Landlord(s)

(3) Index/Docket No. \_\_\_\_\_

-against-

**NOTICE OF PETITION  
NON PAYMENT PROCEEDING**

(5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respondent(s)/Tenant(s)

To the Respondents:

PLEASE TAKE NOTICE that a hearing at which you must appear will be held at the  
(6) \_\_\_\_\_  
City/District/Town/Village Court

County of (7) \_\_\_\_\_ on the (8) \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, at \_\_\_\_\_ am/pm,  
upon the annexed petition, which you must answer, which requests a final judgment evicting  
you from, and awarding to the petitioner the possession of, the premises designated and  
described as follows:

(9) \_\_\_\_\_  
Street Address Including Zip Code

the \_\_\_\_\_ rooms on the \_\_\_\_\_ floor, Apartment No. \_\_\_\_\_, in the County of (10) \_\_\_\_\_  
and such other and further relief as is demanded in the petition.

TAKE NOTICE that demand also is made in the petition for judgment against you for the  
sum of (11) \$ \_\_\_\_\_, with interest thereon from (12) \_\_\_\_\_, 20 \_\_\_\_\_.

TAKE NOTICE that your answer may set forth any defense or counterclaim you may  
have against the petitioner.

TAKE NOTICE also that if you shall fail at such time to interpose and establish any  
defense that you may have to the allegations of the petition, you may be precluded from  
asserting such defense or the claim on which it is based in any other proceeding or action.

TAKE NOTICE that your failure to appear and answer may result in final judgment by  
default for the petitioner evicting you from the premise and ordering you to pay the amount  
demanded in the petition.

DATED: the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Judge/Clerk/Attorney