

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