CIVIL COURT OF THE CITY OF NEW YORK

COUNTY OF [NEW YORK], PART [B]

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[PETITIONER]

**NOTICE OF APPEARANCE**

**Index No. L&T 000000/21** **[BX/KI  
/NY/QS]**

**Premises: [Subject Premises]**

Petitioner-Tenant

- against -

[LANDLORDS]

Respondents-Owners

- and -

DEPARTMENT OF HOUSING PRESERVATION AND

DEVELOPMENT,

Respondents-DHPD

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PLEASE TAKE NOTICE, that the Petitioner [PETITIONER], hereby notifies Respondents that the undersigned has been retained as attorney for the said Petitioner and demands that you file and serve all papers in this proceeding upon the undersigned at the office and address stated below.

Dated: October 21, 2021

[Borough], New York

\_\_\_/s/ [conformed signature]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Attorney]

*Attorneys for the Petitioner*

[Firm/organization]

[Address]  
[Phone]

[Email]

To: [Respondents or Respondents’ Counsel]

The New York City Department of Housing Preservation and Development

Housing Litigation Division

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