CIVIL COURT OF THE CITY OF NEW YORK

COUNTY OF KINGS: HOUSING PART B

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TENANT’S NAME Index No. HP XXXXXX/20

Petitioner-Tenant AFFIDAVIT OF SERVICE

-against-

Premises: TENANT’S ADDRESS

OWNER’S NAME (owner)

MANAGING AGENT’S NAME (managing agent)

Respondents-Landlords.

 -and-

NEW YORK CITY DEPARTMENT OF HOUSING

PRESERVATION AND DEVELOPMENT,

 Respondents-HPD

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STATE OF NEW YORK)

 : ss.:

COUNTY OF [COUNTY)

 [Affiant], being duly sworn, deposes and says:

1. I am over eighteen years of age. I am not a party to this proceeding. I am employed by [FIRM], [Firm’s address].
2. On [date of service], I served a true copy of the within “Order to Show Cause and Verified Petition” upon Respondents-Landlords and Respondent – DHPD at the addresses listed below, the said addresses being the addresses designated by the addressee for that purposes, by first class certified mail, return receipt requested, by depositing a true copies of said documents enclosed in a post-paid properly addressed wrapped in an official depository under the exclusive care and custody of the United States Postal service within New York State, receipts enclosed herein.

 [Owner] [Officer] [Managing Agent]

 [Owner’s Address] [Officer’s Address] [Managing Agent’s Address]

 DHPD

Housing Litigation Bureau

 100 Gold Street

 New York NY 10038

 [Affiant]

Sown to before me this

[#] day of January, 2020

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 NOTARY PUBLIC