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 AFFIRMATION 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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 [ ], an attorney duly admitted to the practice before the courts of the State of New York, affirms the truth of the following statements under the penalties of perjury:

1. I am an [position] at [firm] located at [firm’s address], attorneys for Petitioner [tenant].
2. I am over the age of 18 and am not a party to this proceeding.
3. 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

Dated: January 9, 2020

 [Borough], New York

 [Your name], Esq.