

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 PERSONAL SERVICE**

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

Respondent(s)/Tenant(s)

State of New York  
County of (6) \_\_\_\_\_ ss.: City/Town Village of (7) \_\_\_\_\_

(8) \_\_\_\_\_, being duly sworn, deposes and says

that (s)he served the (9) \_\_\_\_\_

In the above entitled action upon the following named respondent(s) at the following place(s) and time(s):

| (10) TENANT NAME(S) | (11) ADDRESS (CITY/TOWN/VILLAGE) & STATE | (12) TIME & DATE |
|---------------------|--|------------------|
| _____               | _____                                    | _____            |
| _____               | _____                                    | _____            |
| _____               | _____                                    | _____            |

by delivering to and leaving with respondent(s), personally, a true copy thereof, and deponent further says that (s)he knew the person so served to be the same person mentioned and described in the said summons as respondent therein, and that at the time of making such service deponent was over eighteen years of age and not a party to this action. That (s)he asked respondent whether respondent was in the military service of the United State Government, in any capacity whatever, and respondent replied (s)he was not. Respondent was clad in ordinary civilian clothes and wore no military uniform of any kind.

(13) The person served is described as follows:

Sex \_\_\_\_\_, Color of Skin \_\_\_\_\_, Hair Color \_\_\_\_\_, Approximate: Age \_\_\_\_\_, Weight \_\_\_\_\_, Height \_\_\_\_\_. Other identifying features: \_\_\_\_\_

(14) \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Print or Type Name)

(15) Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public