



Notice of Petition to Appoint Administrator

UCS-LT11A (06/2023)

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[Real Property Actions and Proceedings Law Article 7-C]

nycourthelp.gov

County of _____

Petitioner (tenants or the commissioner applying for a judgment to appoint an administrator to collect rent and make repairs)
-against-

Respondent (landlord/owner and anyone listed on the mortgage or with a recorded lien on the property, if any)

Index Number:

TO ALL RESPONDENTS: The above tenant(s) is/are suing you for a judgment to appoint an administrator to collect rents and make repairs to the property they are renting from you. The reasons are given in the attached Petition.

Property Address: _____

Go to Court on

Acuda al tribunal



Date: _____

Fecha

Time: _____ AM PM

Hora

Court address: _____

Dirección del tribunal

Courtroom #: _____

de sala

How to Respond to the Petition

1. Your response to the Petition is called an Answer.
2. An Answer tells your side of the case and gives the legal reasons why you should not be responsible for the claims made by the tenant(s). These legal reasons are called defenses.
3. You must put your Answer in writing and serve a copy on Petitioner (for more information on how to serve legal papers: <https://nycourts.gov/CourtHelp/GoingToCourt/service.shtml>).

Note: If Petitioner serves you with the Petition eight days or more before the court date, you must serve Petitioner with a copy of your Answer at least three days before the court date. Petitioner must then serve you with any Reply at least one day before the court date.

4. You must file your Answer with the court on or before your first court date.
5. If you do not serve and file an Answer, the judge can issue a judgment to appoint an administrator. The judgment will direct that:
 - a) The tenants making this application (petitioning tenants), if any, must deposit all rents due with the administrator starting on the date of the judgment
 - b) Any tenants not included in this application (non-petitioning tenants) must deposit all rents due with the administrator starting on the date they are served with the judgment

Petitioner is represented by a lawyer (check one): **Yes** **No**

If yes, enter the lawyer’s information below.

Lawyer’s Name: _____

Firm Name (if any): _____

Business Address: _____

Phone: _____

Email: _____

Instructions for Petitioner

Bring the original and one copy of the following completed papers to court:

- 1. Notice of Petition to Appoint Administrator [UCS-LT11A]
- 2. Petition to Appoint Administrator [UCS-LT11B]
- 3. Petitioner Information/Signature Addendum [UCS-LT11C], if applicable
- 4. Supporting papers, if any

Court Endorsement: A judge or the clerk of the court must sign this form before you can serve your papers on Respondent (see Affidavit of Service for Proceeding to Appoint Administrator [UCS-LT11D]).

Signature of Judge Clerk Judge/Clerk Name Date