



# Notice of Court Date: Rent Not Paid

Landlord: attach this form to your petition. If you are asking for an eviction for a reason other than unpaid rent, this is the wrong form.

UCS-NPN (8/2022)

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[nycourthelp.gov](http://nycourthelp.gov)

County of \_\_\_\_\_ City \_\_\_\_\_ Town \_\_\_\_\_ Village \_\_\_\_\_ District Court \_\_\_\_\_

Case No. \_\_\_\_\_

Name of Court: \_\_\_\_\_

Landlord: the name of the court is usually a location, like Buffalo City Court or Concord Town Court. For Suffolk County District Court, write the district number and location, like 2<sup>nd</sup> District Lindenhurst.

## TO: Renter/Tenant

Respondent: \_\_\_\_\_

Name of renter the landlord is asking the court to evict. This can be more than 1 renter.

Renter's Address: \_\_\_\_\_

## FROM: Landlord

Petitioner: \_\_\_\_\_

Name of landlord or owner asking the court to evict the renter for not paying rent.

Landlord's Address: \_\_\_\_\_

Landlord: write your business address if you have one or your home address if you don't.

**Warning!** Your landlord claims you owe back rent and is asking the court to evict you if you do not pay. If you do not want to be evicted, you **must** go to court on the date and time below. If your name is not on this form but you live at this address, you have a right to go to court.

### Go to Court on

Date: \_\_\_\_\_ (mm/dd/yyyy)

Time: \_\_\_\_\_ AM PM

Court address: \_\_\_\_\_

Courtroom #: \_\_\_\_\_

### Acuda al tribunal

Fecha

Hora

Dirección del tribunal

# de sala



## Landlord's Reason to Ask for Eviction

1. Your landlord says you owe **back rent** and **interest** on the back rent. Look at the Petition that came with this Notice for how much the landlord thinks you owe.
2. Your landlord wants the court to make a judgment to order you to pay back rent and interest. If you agree with the amount the landlord thinks you owe and you pay the landlord, the court will dismiss the case. Take your payment or proof of payment to court.



Tell us what you think of this Notice of Petition form.  
[forms.gle/3DRwrmz2pRsXoFDA9](https://forms.gle/3DRwrmz2pRsXoFDA9)

## Your Answer

1. Your response to the Petition is called an Answer. You can speak your Answer in court. Or you can write your Answer and take it with you to court.
2. Your Answer tells your side of the case and the reasons the landlord should not win. The reasons are called defenses. You can also talk about money that the landlord owes you or repairs you need. If you do not tell the court about a defense, you might not be able to use it to support your case or any other case. Learn more about *Answers* at: [nycourts.gov/forms/landlordtenant/](https://nycourts.gov/forms/landlordtenant/).

### Need more time to get ready for court?

Go to court on your court date and ask for a 14-day postponement. ([RPAPL 745](#))

## Landlord's Lawyer's Information (If landlord does *not* have a lawyer, skip to *Landlord's Information* below.)

\_\_\_\_\_  
Lawyer's Name (print)

\_\_\_\_\_  
Lawyer's Signature

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

## Landlord's Information (Complete only if the landlord does *not* have a lawyer.)

\_\_\_\_\_  
Landlord's Name (print)

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Address

Landlord: write your business address if you have one or your home address if you don't.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of  Court Clerk  Judge

## Resources for Landlords and Renters

### Written Translation of this Form

[nycourts.gov/forms/landlordtenant/](https://nycourts.gov/forms/landlordtenant/)

- Spanish | español
- ASL | 



### Free Interpreters

Spoken & Sign Language  
1-800-COURT-NY (1-800-268-7869)  
[nycourts.gov/courtinterpreter](https://nycourts.gov/courtinterpreter)  
[courtinterpreter@nycourts.gov](mailto:courtinterpreter@nycourts.gov)



### Find a Lawyer, Legal Help & Information

- [nycourts.gov/courthelp/Homes/evictions.shtml](https://nycourts.gov/courthelp/Homes/evictions.shtml)
- [lawhelpny.org](https://www.lawhelpny.org)
- [tenanthelpny.org](https://www.tenanthelpny.org)
- NYS Bar Association Lawyer Referral Service (low cost), [findalawyer.nys.org](https://www.findalawyer.nys.org)



### ADA Accommodations

1-800-COURT-NY (1-800-268-7869)  
[nycourts.gov/accessibility](https://nycourts.gov/accessibility)  
[ada@nycourts.gov](mailto:ada@nycourts.gov)

### Financial Help from 2-1-1

- Call 211
- Go to [www.211.org](https://www.211.org)
- Get 211 help at some courthouses

