

CIVIL COURT OF THE CITY OF NEW YORK  
COUNTY OF \_\_\_\_\_

Index No. L&T \_\_\_\_\_

*Petitioner-Landlord*  
– against –

**AFFIRMATION OF SERVICE**  
(Personal Delivery)

*Respondent(s)-Tenant(s)*  
and

*Respondent(s)-Undertenant(s)*

State of New York, County of \_\_\_\_\_ ss:

\_\_\_\_\_, being duly sworn, deposes and says:  
*Name of Server*

I am 18 years of age or older and not a party to this action.

At \_\_\_\_\_ AM / PM, on \_\_\_\_\_ at \_\_\_\_\_  
*Time Date Address*

in the County of \_\_\_\_\_, City of New York, I served the attached \_\_\_\_\_  
\_\_\_\_\_ in this matter on \_\_\_\_\_ by personally

*Type of Paper(s)* *Name of Person with whom the paper(s) were left*  
delivering the said \_\_\_\_\_ to said respondent in person.

*Type of Paper(s)*  
Description of Individual Served:  
Sex: \_\_\_\_\_ Color of Skin: \_\_\_\_\_ Color of Hair: \_\_\_\_\_  
Approximate Age: \_\_\_\_\_ Approximate Weight: \_\_\_\_\_ Approximate Height: \_\_\_\_\_  
Other Identifying Features: \_\_\_\_\_

I am not a licensed process server and have not served more than five (5) papers this year.

I affirm this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under the penalties of perjury under the laws of New York, which may include a fine or imprisonment, that the foregoing is true, and I understand that this document may be filed in an action or proceeding in a court of law.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_