

CITY/TOWN/VILLAGE/ COURT \_\_\_\_\_  
COUNTY OF MONROE SS: \_\_\_\_\_

Index Number: \_\_\_\_\_

Landlord Name  
Landlord Address

Petitioner(s)

against

Tenant(s) Name  
Tenant(s) Address

Respondent(s)

**AFFIDAVIT OF SERVICE**

MONROE COUNTY, NEW YORK STATE \_\_\_\_\_ being sworn, says: Deponent is/ is not  
(circle one) a party herein, Name of Server

is over 18 years of age and resides at \_\_\_\_\_

On \_\_\_\_\_, at \_\_\_\_\_, at \_\_\_\_\_  
Date Time Address where service took place

Deponent served the \_\_\_\_\_  
on \_\_\_\_\_ by:  
Name of person who was served

**Individual** Delivering a true copy of each to said recipient personally; Deponent knew the person so served to be the person described as said recipient therein.

**Attempts at Personal Service:** 1: am/pm  
(Include date and time) 2: am/pm  
3: am/pm

**Suitable Age Person** Delivering a true copy of each to \_\_\_\_\_, a person of suitable age and discretion. Said premises is Recipient's ACTUAL PLACE OF BUSINESS/ DWELLING PLACE (circle one) within the State of New York.

**Affixing to Door** By affixing a true copy of each to the door of said premises, which is recipient's ACTUAL PLACE OF BUSINESS/ DWELLING PLACE (circle one) within the State of New York. Deponent was unable, with due diligence to find recipient or person of suitable age and discretion thereat.

**Mailing** Within 24 hours of such delivery or affixing, deponent enclosed a copy of same in a first class postpaid envelope, properly addressed to recipient at recipient's last known residence at \_\_\_\_\_.

**Certified Mailing** Within 24 hours of said delivery or affixing deponent enclosed copy of same in a postpaid envelope, properly addressed to recipient at recipient's last known residence at \_\_\_\_\_.

\_\_\_\_\_  
Certified Mail Number:

**Description of Recipient**

**Sex:** Male/Female (circle one) **Skin Color:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_ **Age:** 14-20/ 21-35; 36-50; 51-65/ over 65  
**Height:** Under 5'/ 5'0"-5'3"/ 5'4"-5'8"/ 5'9"-6'0"/ Over 6' **Weight:** Under 100 Lbs./ 100-130 Lbs./ 131-160 Lbs./ 161-200 Lbs./ Over 200 Lbs. **Other Identifying Features:** \_\_\_\_\_

Sworn to before me on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Service Processor Signature /Date

\_\_\_\_\_  
Notary Public, Commissioner of Deeds

\_\_\_\_\_  
Print name of server