



# EVICTON INTAKE

Mail to: County Office of the Sheriff where the services are to be made. County Sheriff locations are listed on the reverse side.

**Instructions:** Please attach a copy of your Court/Judgment/Order to this form. Read the entire page before completing and see reverse side for information regarding borough locations of the Office of the Sheriff.

**THE SERVICE FEE IS \$140.00 FOR EVICTION (\$15.00 for each Additional Tenant)**

### SECTION I - LANDLORD INFORMATION

Landlord: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

### SECTION II - COURT INFORMATION

The Judgment of Possession was obtained in the following Court:

CIVIL COURT     LANDLORD/TENANT COURT     SUPREME COURT     OTHER COURT

Court \_\_\_\_\_ Date of Entry of Judgment: \_\_\_\_\_  
MM - DD - YYYY

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

Court Address and County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_  
NUMBER AND STREET COUNTY

### SECTION III - SUBJECT INFORMATION

Tenant To Be Evicted: \_\_\_\_\_ Telephone No. (if known): \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

Address: \_\_\_\_\_ Borough: \_\_\_\_\_ ZipCode: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

**AT RISK INFORMATION:** Is any party being evicted elderly (over 60), handicapped or mentally infirm?  YES  NO  
 If yes, please state condition:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### SECTION IV - GENERAL INFORMATION

Indicate below any information which may be helpful in effecting a prompt and safe eviction of the tenants: i.e., best time to serve 72 hour notice, criminal activity at location, threats of violence, animals or any other behavior or circumstance.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### SECTION V - CERTIFICATION

The undersigned hereby affirms to the best of his/her knowledge that the eviction mandate being filed is in full effect, and request is made to the Sheriff for its enforcement by statutory authority.

\_\_\_\_\_  
 Landlord/Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **OFFICE OF THE SHERIFF COUNTY LOCATIONS**

## **NEW YORK**

Office of the Sheriff  
66 John Street, 13th Floor  
New York, NY 10038  
(212) 487-9734

## **KINGS**

Office of the Sheriff  
Brooklyn Municipal Building  
210 Joralemon Street, 9th Floor  
Brooklyn, NY 11201  
(718) 488-3545

## **BRONX**

Office of the Sheriff  
Bronx Customer Service Center  
3030 Third Avenue, 2nd Floor  
Bronx, NY 10455  
(718) 993-3880

## **QUEENS**

Office of the Sheriff  
30-10 Starr Avenue  
Long Island City, NY 11101  
(718) 707-2170

## **RICHMOND**

Office of the Sheriff  
Staten Island Business Center  
350 St. Marks Place, Room 409  
Staten Island, NY 10301  
(718) 815-8407

# **INCOME EXECUTION LOCATION**

Office of the Sheriff  
66 John Street, 13th Floor  
New York, NY 10038  
(212) 487-8002



**CONSTRUCTIVE POSSESSION**

COURT OF THE STATE OF NEW YORK

COUNTY OF \_\_\_\_\_

_____	Plaintiff/Petitioner/Landlord
VS.	
_____	Defendant/Respondent/Tenant

**SHERIFF'S CASE #**  
**DOCKET/INDEX #**

To the Sheriff of the City of New York:

Pursuant to the order/warrant herein, you are directed to give the plaintiff(s)/petitioner(s)/landlord(s) possession by delivering such without removing any contents. Plaintiff(s)/petitioner(s)/landlord agree to be responsible for all property on the premise and agree to deliver to defendant(s)/respondent(s)/tenant(s) upon their demand, any such contents to which they are entitled.

Pursuant to this direction, plaintiff(s)/petitioner(s)/landlord(s) release the Sheriff and/or his Deputies from any liability and agrees to save the Sheriff and/or his Deputies harmless from any action resulting from the enforcement of this mandate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone #

CIVIL COURT OF THE CITY OF NEW YORK

COUNTY OF \_\_\_\_\_ HOUSING PART: \_\_\_\_\_ Index No. L & T \_\_\_\_\_

_____	Petitioner/Landlord
AGAINST	
_____	Respondent/Tenant

**REQUEST  
FOR  
FINAL ORDER  
AND ISSUANCE  
OF WARRANT**

*To the Clerk of the Civil Court of the City of New York.*

**YOU ARE HEREBY REQUESTED TO SUBMIT THE PAPERS IN THE ABOVE ENTITLED PROCEEDING TO THE JUDGE FOR A FINAL ORDER/JUDGMENT, IF NECESSARY, SO THAT A WARRANT OF EVICTION MAY ISSUE TO THE SHERIFF OF THE CITY OF NEW YORK.**

\_\_\_\_\_  
(Print name beneath signature)

Date: \_\_\_\_\_, 20\_\_\_\_

County of \_\_\_\_\_