



NYC Department of Finance • Sheriff Division



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 service fees and borough locations of the Office of the Sheriff.

SECTION I - LANDLORD INFORMATION

Landlord: _____ Daytime Telephone Number: _____
PRINT FIRST NAME PRINT LAST NAME

Address: _____ City: _____ State: _____ Zip Code: _____
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 Index: _____ Date of Entry of Judgment: _____
MM DD YYYY

Court Address and County: _____ City: _____ State: _____ Zip Code: _____
NUMBER AND STREET COUNTY

SECTION III - SUBJECT INFORMATION

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

Address: _____ Borough: _____ Zip Code: _____
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: _____

SERVICE AND FEE INFORMATION

The Office of the Sheriff serves notices, petitions, subpoenas, orders, writs and other related papers.

SERVICE FEE IS \$42.00 PAYABLE TO NYC SHERIFF

There is no fee for service of domestic violence process and accompanying papers; or, for writ of habeas corpus process.

The sheriff accepts service of orders of protection without a fee. In addition, if a person files an order of protection and any other process such as a divorce summons, support summons or a paternity subpoena for the same party, all the accompanying processes are free at that time.

OFFICE OF THE SHERIFF COUNTY LOCATIONS

NEW YORK

Office of the Sheriff
66 John Street, 13th Floor
New York, NY 10038

KINGS

Office of the Sheriff
Brooklyn Municipal Building
210 Joralemon Street, 9th Floor
Brooklyn, NY 11201

BRONX

Office of the Sheriff
Bronx Customer Service Center
3030 Third Avenue, 2nd Floor,
Bronx, NY 10455

QUEENS

Office of the Sheriff
Queens Business Center
144-06 94th Avenue
Jamaica, NY 11435

RICHMOND

Office of the Sheriff
Staten Island Business Center
350 St. Marks Place, Room 409
Staten Island, NY 10301