



NYC Department of Finance • Office of the Sheriff



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 Index: _____ Date of Entry of Judgment: _____
MM DD YYYY

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
345 Adams Street, 5th Floor
Brooklyn, NY 11201
(718) 488-2300

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 _____