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ADMITTED IN NY, CT & U.S. DISTRICT COURT

DISPOSSESS INFORMATION SHEET

DATE: _____

Petitioner's Information

Owner's name: _____

Address: _____

Telephone: _____ Cell: _____

Person to Verify Petition: _____

His/her Title: _____

Registered Managing Agent: _____

Building Information

Building Address: _____

City: _____ State: _____ Zip code: _____

Multiple Dwelling: _____ MDR # _____ How many apts in property _____

Respondent/Tenant Information

Tenant(s) Name: 1) _____

2) _____

3) _____

Apartment # _____ Floor # _____

Telephone # _____

Lease in effect? : _____ First Lease or Renewal: _____

Dates: From: _____ To: _____

Date lease signed: _____

Type of Apartment: Rent Stabilized Rent Controlled Section 8 Other (Circle 1)

Rent:

Monthly Rent: \$ _____

Amount in Arrears: \$ _____

Arrears for what months: \$ _____

Other charges: \$ _____

Grand Total of Arrears: \$ _____

(*Only page 1 must be filled for the Rent Demand/3 Day Notice. The other pages must be filled out to proceed with dispossession. Please attach a breakdown of arrears.)

EVICCTIONS QUESTIONNAIRE

Date: _____

1) Do you wish papers for: 1) NONPAYMENT eviction; 2) HOLD OVER eviction OR

2) Is the premises a(n):

apartment [a coop apartment] house two-family house
 office store other:

Street Address: _____

City: _____ State: _____ Zip code: _____

County: _____

Description (e.g., suite or apt. #, floor #, # of rooms, area): _____

3) If an apartment:

rent controlled rent stabilized subject to HUD's Sec. regulations
 neither rent controlled, rent stabilized, nor subject to HUD Sec. 8.
 ETPA (Westchester County Properties)
 Exempt from regulations (Fair Market) WHY? _____
 building constructed after 1973 building has less than 6 units coop apartment

4) Tenant Name(s): _____

names are fictitious on public assistance (welfare)

Any other address for service: _____

there are Under-tenants (Occupants that are not Legal tenants)

Name(s): _____

names are fictitious (i.e "John Doe" and "Jane Doe" if names unknown)

Address (es): _____

Who is to verify the petition?

petitioner officer/partner of petitioner an agent for petitioner an attorney-in-fact
name: _____

5) Identify lease:

Date of lease: _____ Term (start-finish): _____

amendments or extensions - date(s): _____

name of original landlord (if not petitioner): _____

was it an oral agreement? (not written) _____

copy of lease to be attached to petition?

If a HOLD OVER proceeding:

lease terminated because of default

Date terminated: _____

Describe default in detail. Provide dates of occurrences and witnesses or proof:

6) Amounts sought in petition:

___(If HOLD OVER) tenant owes, in addition to use and occupancy, rent for period prior to termination date - amount and description:

Rent was payable on: ___first day of month OR ___other: _____

Enter total rent owed, including any late charges and other additional rent (but not interest): \$

Describe (breakdown): _____

For Official use only

8) Month in which petition will be verified: _____

9) Hearing to be at: ___9:30 A.M. ___other: _____

___ 3 Day Notice was given orally (not in writing)

___ lease requires 5 Day Notice, not 3

___ notice of petition is to require tenant's answer 3 days before return date