

Service and Filing Guide – Housing Repair Study group

I. Create a NYSCEF account (if you don't have access to one already)

1. Go to <https://iapps.courts.state.ny.us/nyscef/HomePage>
2. Select 'Create an Account' under 'Login.'
3. Select 'Create Attorney Online Services Account.'
4. You will be re-routed to NYS Unified Court System page – enter your attorney registration number and create your profile.

II. Prepare the documents for filing – after pleadings are prepared, signed, and notarized

5. Once you have notarized verification pages to the petition and a signed inspection request form, you are ready to prepare the documents for filing (See "Roadmap" for tips on helping your client verify and notarize their pleadings).
6. Create individual PDFs of your OSC, a verified petition (signed by client and notarized) and exhibits, a PDF of your CPLR 1101 fee waiver affirmation, and the inspection request form (signed by client).
 - Add the verification date to the Order to Show Cause after you have a verified signature page from your client.
 - The court date and service deadline in the OSC will be added by the Court so leave these blank.
 - If you are requesting the inspection of more than 10 conditions, you should use as many inspection request forms as necessary, add "1/3, 2/3..." at the top to indicate pagination. **You should only include one condition per line.**

III. File

7. Go to <https://iapps.courts.state.ny.us/nyscef/HomePage> and log in to your NYSCEF account.
8. At the 'Welcome' page, under 'File Documents' select 'Civil Court.'
9. Select 'Start a New Case.'
10. Select 'Civil Court – Landlord Tenant Division' and the appropriate borough.
11. For case type select 'Landlord and Tenant - Pre-OSC Procedure (HP Action)' from the drop-down menu.
12. Enter property address.
13. Enter information for parties. Your client is the Petitioner.
14. For Respondents, you will include each individual respondent-landlord with their mailing address that appears on the HPD property registration page (https://hpdonline.hpdnyc.org/HPDOnline/provide_address.aspx), as well

as HPD (the Department of Housing Preservation and Development, Housing Litigation Bureau, 100 Gold Street, New York, NY 10038). Add additional respondents as necessary.

15. Select “Petition” to upload your verified petition and exhibits.
16. You will be prompted to upload the Order to Show Cause as Document 2.
17. Select “Add another document” and select “Application to Waive Filing Fee” from the dropdown menu to add your CPLR 1101 fee waiver affirmation.
18. Select “Add another document” and select “Inspection Request” to add your tenant’s request for inspection form.
19. Submit your documents.
20. The next page will be your case page profile. **You should check this regularly over the next 1-3 days** to monitor the uploading of a So-Ordered Order to Show Cause and a signed tenant’s request for inspection form.
21. The court will upload a signed copy of your Order to Show Cause (“So-Ordered OSC”) with a court date and a deadline for service and an inspection order with a date for the inspection.
 - If **either** of these are not uploaded after 3 days notify your LSNYC mentor and reach out to the NYSCEF Resource Center <https://iappscontent.courts.state.ny.us/NYSCEF/live/contact.htm>
22. You should also be prompted to prepare a Notice of Electronic Filing form for each Respondent to include in your mailing <https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/notice.of.availability.civil.pdf>

IV. Serve – after the Court so-orders the OSC

23. Print out a copy of the OSC, petition and exhibits that uses the so-ordered OSC, and create a PDF.
 - Do not include the fee waiver or inspection order– the copy of the pleadings that get served on the Respondents will just include the so-ordered OSC + verified petition + exhibits.
24. Arrange with your managing attorney’s office for the so-ordered OSC + verified petition + exhibits to be mailed via certified mail, return receipt requested* to each Respondent-Landlord. **Check the service provision of your so-ordered OSC – service must conform with what is ordered in this provision. The Court occasionally adds additional instructions and you MUST comply with those instructions.**
 - *Again, **check the service provision** of your so-ordered OSC and ask your LSNYC mentor if you have any questions. While HMC § 2115(j) sets forth first class, certified mail, return receipt requested as sufficient for services, the Court may **order additional methods of service**. If we fail to comply with the service provision service is defective and you will need to refile.
 - Each Respondent needs to receive an individual mailing addressed to them – even if two or more respondents share the same registered address on HPD’s website (or in managing agent row there is both a company and a person), send individual mailings to each of them.
 - Notify your LSNYC mentor if one of the Respondents is registered at a PO Box, as the Court does not recognize service at a PO Box.
 - Whoever puts the pleadings in the mail has to complete and sign the Affidavit of Service (see Step V).

- Retain copies of the completed certified mail receipt with return receipt requested to annex to the Affidavit/Affirmation of Service.
 - i. Copies of the certified mail receipt will be our Proof of Service. Under “Extra Services & Fees,” “Return Receipt (hardcopy) should be selected and the “Total Postage and Fees should reflect that the sender paid for certified mail with return receipt requested (usually \$3.75 for certified mail and \$3.25 for return receipt requested on top of the standard cost of mailing)
- HPD accepts email service to ServeHPD@hpd.nyc.gov

25. **If your client’s case is against NYCHA, service can be accomplished entirely via email.** Send a PDF of the Verified Pleadings to ServiceECF@nycha.nyc.gov and ServeHPD@hpd.nyc.gov

- Identify the case caption and index number in the subject line and email body, and explain what you are sending.
- Explain that you are “representing Petitioner [Client’s Name] in their HP action.”
- CC your client’s email address (if applicable) and the email address for your client’s file at LSNYC.

V. Create and File Affidavit/Affirmation of Service

26. Whoever performed service on the Respondents-Landlords should complete and sign the Affidavit of Service (a New York state-licensed attorney can use an Affirmation of Service).
27. Upload the completed Affidavit (or Affirmation) of Service with annexed Proof of Service to the NYSCEF case profile.
- Select “File Document to this Case” from your case profile.
 - **Proof of Service is the completed certified mail receipt with return receipt selected** – you do not need to wait for/include the returned return receipt from the Landlord-Respondents.
28. **If your client’s case is against NYCHA, simply create a PDF of your email to NYCHA and HPD** and include it along with other final documents in the final email to your client (it is not necessary to upload proof of service to NYCHA/ HPD to NYSCEF, these agencies do not contest service).

Appendix I: Screenshots of Filing Process

Appendix II: Sample Affirmation of Service with Proof of Service

Appendix I: Screenshots of Filing Process

New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Live System)

Home
NYSCEF

Home
Unrepresented Litigants

File Documents

- Appellate Court
- Civil Court
- Court of Claims
- Digital Submission
- Supreme Court
- Town & Village Court

Cases

- My Cases/Appeals
- My Digital Content
- Remove Consent
- Case Search

Resources

- Forms
- PDF Checker
- Authorized Courts
- Available Documents
- Rules & Legislation
- NYSCEF Updates

Welcome

E-filing in New York state is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.

File Documents

- > Appellate Court
- > Civil Court
- > Court of Claims
- > Digital Submission
- > Supreme Court
- > Send Evidence

Cases

- > My Cases/Appeals
- > Case Search

Resources

- > Forms
- > PDF Checker
- > Authorized Courts
- > Available Documents
- > Rules & Legislation
- > News

My Account

- > Account Settings
- > Logout

Help

- FAQs
- Remove Attorney Representation
- Training
- Terms of Use
- User Manual
- Filing Requirements
- Virtual Evidence Courtroom Resources
- Contact Us

Support

- Follow UCS
- Request for Public Comment
- Unrepresented Litigant Fact Sheet
- E-File Report

Attorney Information

- Attorney Registration
- Retainers & Closing
- eCourts



e-File: Select Case Type

Select a case type. For housing cases, you will be required to enter the property address.



NOTE: If you need to submit an Order to Show Cause for signing to commence your case, please select from one of the "Landlord and Tenant (LT) - Pre-OSC Procedure" case types.

Case Type

- ✓ Landlord and Tenant - Alleged Illegal Lockout
- Landlord and Tenant - Article 7A
- Landlord and Tenant - Holdover
- Landlord and Tenant - Holdover (Illegal Activity)
- Landlord and Tenant - HP Action (Breach of Warrant of Habitability)
- Landlord and Tenant - HP Action (to obtain repairs)
- Landlord and Tenant - HP Action (with Harassment)
- Landlord and Tenant - Nonpayment
- Landlord and Tenant - Pre-OSC Procedure (HP Action)**
- Landlord and Tenant - Pre-OSC Procedure (Recovery of Possession or Property)

e-File: Add Parties

Court: **Kings County Civil Court - Landlord and Tenant Division - Housing Part**
Case Type: **Landlord and Tenant - Pre-OSC Procedure (HP Action)**

Parties Added

Name	Role	Action
Landlord Corp 200 23rd Street, Brooklyn, NY 11232	Respondent	Edit Remove

Enter a petitioner and a respondent. An address is required for each respondent.

Petitioner

First Name Middle Last Name Suffix Business/Organization Name
 Jim McCormick -or- [Other Name/Status](#)

[Add Another Petitioner](#)

Respondent

First Name Middle Last Name Suffix Business/Organization Name
 -or- **Department of Housing Preservati** [Other Name/Status](#)

Undertenant

This respondent is the undertenant

Address

Check this box to use the property address -OR- enter a different address below.

Street Address City State Zip
 100 Cold Street New York NY 10038 [Add Another Address](#)

[Add Another Respondent](#)

Does this document contain Confidential Personal Information (CPI) as defined in 22 NYCRR §208.4(b)? *

- No**, this document DOES NOT contain a Social Security No. or other [CPI](#) as defined in [22 NYCRR §208.4\(b\)](#).
- Yes**, this document contains [CPI](#) as defined in [22 NYCRR §208.4\(b\)](#) (check all that apply):
- Redacted, per [22 NYCRR §208.4\(b\)](#)
 - Un-Redacted and seeks a remedy under [22 NYCRR §208.4\(b\)\(2\) or \(3\)](#)
 - Un-Redacted as required or permitted by a specific rule or law:

Document 3

Add any accompanying documents for this case. * Required fields.

Document Type *

INSPECTION REQUEST

Additional Document Information

Exhibit Number/Letter (if applicable)

Attach PDF (Max size 100 MB) *

No file selected.

Does this document contain Confidential Personal Information (CPI) as defined in 22 NYCRR §208.4(b)? *

- No**, this document DOES NOT contain a Social Security No. or other [CPI](#) as defined in [22 NYCRR §208.4\(b\)](#).
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 - Un-Redacted and seeks a remedy under [22 NYCRR §208.4\(b\)\(2\) or \(3\)](#)
 - Un-Redacted as required or permitted by a specific rule or law:

LT-2021-00021/KI - Kings County Civil Court - Landlord And Tenant Division



Short Caption: ~~XXXXXXXXXX~~ v. Gregory Russ et al
 Case Type: Landlord and Tenant - HP Action (to obtain repairs)
 eFiling Status: **Partial Participation Recorded**

E-mail Participating Parties

Document List Case Detail Comments

Print Document List File Document to this Case

Narrow By Options

Document Type: Filed By:
 Motion Info: Filed Date: thru
 Document Number: [Display Document List with Motion Folders](#)

Sort By:

#	Document	Filed By	Status
1	VERIFIED PETITION IN SUPPORT OF AN OSC OSC, FEE WAIVER	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
2	ORDER TO SHOW CAUSE - CONFORMED COPY OSC, VERIFIED PETITION, FEE WAIVER	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
3	EXHIBIT(S) - 1 Inspection Request Form	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
4	ORDER TO SHOW CAUSE-SIGNED (LC)	Court User Filed: 08/03/2021 Received: 08/03/2021	Processed

Motion Info: Filed Date: thru
 Document Number: [Display Document List with Motion Folders](#)

Sort By:

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1	VERIFIED PETITION IN SUPPORT OF AN OSC OSC, FEE WAIVER	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
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3	EXHIBIT(S) - 1 Inspection Request Form	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
4	ORDER TO SHOW CAUSE-SIGNED (LC)	Court User Filed: 08/04/2021 Received: 08/04/2021	Processed Confirmation Notice
5	INSPECTION REQUEST	Court User Filed: 08/04/2021 Received: 08/04/2021	Processed Confirmation Notice
6	AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO MOTION Opposition to OSC	Jones, S. Filed: 08/17/2021 Received: 08/17/2021	Processed Confirmation Notice
7	NOTICE OF APPEARANCE	Mccormick, J. Filed: 08/18/2021 Received: 08/18/2021	Processed Confirmation Notice
8	INSPECTION REQUEST INSPECTION REPORT	Court User Filed: 08/19/2021 Received: 08/19/2021	Processed Confirmation Notice
9	DECISION AND ORDER by Judge Foley dated 8/20/21 , access dates given/order to correct; , case is marked off calendar	Court User Filed: 08/20/2021 Received: 08/20/2021	Processed Confirmation Notice

LT-3674-21/KI - Kings County Civil Court - Landlord And Tenant Division



Short Caption: ~~XXXXXXXXXX~~ v. Gregory Russ et al
Case Type: Landlord and Tenant - HP Action (to obtain repairs)
eFiling Status: [Partial Participation Recorded](#)
 E-mail Participating Parties

Document List Case Detail Comments

Print Document List File Document to this Case

Narrow By Options

Document Type: Filed By:
Motion Info: Filed Date: thru
Document Number: [Display Document List with Motion Folders](#)

Sort By:

#	Document	Filed By	Status
1	VERIFIED PETITION IN SUPPORT OF AN OSC OSC, FEE WAIVER	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
2	ORDER TO SHOW CAUSE - CONFORMED COPY OSC, VERIFIED PETITION, FEE WAIVER	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
3	EXHIBIT(S) - 1 Inspection Request Form	XXXXXXXXXX (Pro Hac / Pro Se) Filed: 08/03/2021 Received: 08/03/2021	Processed Confirmation Notice
4	ORDER TO SHOW CAUSE-SIGNED (LC)	Court User	Processed



New York State Unified Court System

NYSCEF - Civil Court (Live System)

Find Case Documents Postcard Payment Review & File

e-File: Find Case

NYSCEF Filing Advisory
Marking a document redacted or un-redacted is available on the document upload pages. View the [Redaction Advisory](#) for more information.

Index Number (enter as LT-NNNNNN-YY/NY) *

LT-3674-21/KI

Court *

Kings County Civil Court - Landlord and Tenant Division

Are you filing a Motion document?

(Notice of Motion, Notice of Cross-Motion, Proposed OSC/Ex Parte App., or a document related to)

Yes No



- AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO MOTION
- AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO ORDER TO SHOW CAUSE
- AFFIDAVIT OR AFFIRMATION IN REPLY
- AFFIDAVIT/AFFIRMATION OF NON-COMPLIANCE
- AFFIDAVIT/AFFIRMATION OF SERVICE OF PETITION/NOTICE OF PETITION
- AFFIRMATION OF ENGAGEMENT
- AFFIRMATION/AFFIDAVIT OF SERVICE**
- ANSWER (AMENDED)
- ANSWER (ATTORNEY)
- ANSWER (SELF-REPRESENTED)

Additional Document Information

Exhibit Number/Letter (if applicable)

Attach PDF (Max size 100 MB) *

No file selected.

Does this document contain Confidential Personal Information (CPI) as defined in 22 NYCRR §208.4(b)? *

- No** ... this document DOES NOT contain a Social Security No. or other [CPI](#) as defined in [22 NYCRR §208.4\(b\)](#).
- Yes** ... this document contains [CPI](#) as defined in [22 NYCRR §208.4\(b\)](#) (check all that apply):
 - Redacted, per [22 NYCRR §208.4\(b\)](#)

Appendix II: Sample Affirmation of Service with Proof of Service

FILED: NEW YORK CIVIL COURT - L&T 06/24/2022 02:12 PM

INDEX NO. LT-308081-22/NY

NYSCEF DOC. NO. 9

RECEIVED NYSCEF: 06/24/2022

CIVIL COURT OF THE CITY OF NEW YORK
COUNTY OF NEW YORK: HOUSING PART B

-----X
[Redacted]

Index No. HP 308081/22

Petitioner - Tenant

AFFIRMATION OF SERVICE

-against-

CHATSWORTH REALTY CORP., as Building
Owner;
FIRST SERVICE RESIDENTIAL, as Managing
Agent;
RSP Properties, a/k/a RSP Companies as Apartment
Owner;
C72 LLC as Apartment Owner;
MARIA AULETTA, as Managing Agent;
ROBERT SORIN, as Head Officer;
MARC KOTLER, as Officer,

Deponent:
[Redacted] 01

Respondents - Landlords

NEW YORK CITY DEPARTMENT OF HOUSING
PRESERVATION AND DEVELOPMENT,

Respondents - HPD.

-----X

Jim McCormick, an attorney duly admitted to the practice before the courts of the State of New York, affirms the truth of the following statements under the penalties of perjury:

- 1) I am an attorney at Legal Services NYC located 40 Worth Street, Suite 606, NY, NY 10013, attorneys for Petitioner [Redacted]
- 2) I am over the age of 18 and am not a party to this proceeding.
- 3) On June 2, 2022, I served a true copy of the within "Order to Show Cause and Verified Petition" upon Respondents-Landlords at the addresses listed below, the said addresses being the addresses designated by the addressee for that purposes, by first class certified mail, return receipt requested, by depositing a true copies of said documents enclosed in a post-

paid properly addressed wrapped in an official depository under the exclusive care and custody of the United States Postal service within New York State, receipts enclosed herein. I served the same upon Respondents-HPD by email service to ServeHPD@hpd.nyc.gov.

Chatsworth Realty Corp.
340 W 72nd St.
New York, NY 10023

First Service Residential
622 Third Ave., 14th Fl.
New York, NY, 10017

RSP Properties a/k/a RSP Companies
3 Columbus Circle, 15th Fl.
New York, NY 10019

Marc Kotler
622 Third Ave., 14th Fl.
New York, NY, 10017

C72 LLC
c/o M. Safra & Co., Inc., 767 Fifth
Avenue, 46th Floor
New York, NY 10153

Maria Auletta
622 Third Ave., 14th Fl.
New York, NY, 10017

Robert Sorin
622 Third Ave., 14th Fl.
New York, NY, 10017

Dated: June 24, 2022
Brooklyn, New York



Jim McCormick, Esq.
Legal Services NYC
40 Worth Street, Suite 606
New York, NY 10013
(646) 442-3618
jhmccormick@lsnyc.org

NYSCEF DOC. NO. 9

7017 1450 0001 9122 2646

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®

New York, NY 10017

Certified Mail Fee \$3.75

Extra Services & Fees (check box, add fee to postage)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$2.96

Total Postage and Fees \$9.76

Sent to Robert Sorri
 Street and Apt. No., or PO Box No.
 622 Third Ave 17th Fl
 City, State, ZIP+4®
 NY, NY 10017

PS Form 3800, April 2015 PSN 7502-02-000-9001 See Reverse for Instructions



7017 1450 0001 9122 2660

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New York, NY 10153

Certified Mail Fee \$3.75

Extra Services & Fees (check box, add fee to postage)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$2.96

Total Postage and Fees \$9.76

Sent to C72 LLC c/o
 Street and Apt. No., or PO Box No.
 707 Fifth Avenue 46th Fl
 City, State, ZIP+4®
 NY, NY 10153

PS Form 3800, April 2015 PSN 7502-02-000-9001 See Reverse for Instructions



7017 1450 0001 9122 2622

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New York, NY 10023

Certified Mail Fee \$3.75

Extra Services & Fees (check box, add fee to postage)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$2.96

Total Postage and Fees \$9.76

Sent to Whitworth Realty Corp
 Street and Apt. No., or PO Box No.
 348 W 22nd St
 City, State, ZIP+4®
 NY, NY 10023

PS Form 3800, April 2015 PSN 7502-02-000-9001 See Reverse for Instructions



7017 1450 0001 9115 2158

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com®

New York, NY 10017

Certified Mail Fee \$3.75

Extra Services & Fees (check box, add fee to postage)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$2.96

Total Postage and Fees \$9.76

Sent to Maria Avila
 Street and Apt. No., or PO Box No.
 622 Third Ave 17th Fl
 City, State, ZIP+4®
 NY, NY 10017

PS Form 3800, April 2015 PSN 7502-02-000-9001 See Reverse for Instructions



7017 1450 0001 9122 2639

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 CERTIFIED MAIL® RECEIPT**
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®

New York, NY 10017

Certified Mail Fee \$3.75

Additional Services & Fees (check box, add fee to subtotal)
 Return Receipt (hardcopy) \$0.00
 Return Receipt (electronic) \$0.00
 Certified Mail Restricted Delivery \$0.00
 Adult Signature Required \$0.00
 Adult Signature Restricted Delivery \$0.00

Postage \$3.16
 Total Postage and Fees \$9.96

Sent to: Marc Kofler
 Street and Apt. No., or PO Box No. 36 Third Ave, 14th Fl
 City, State, ZIP+4® NY NY 10013

PS Form 3800, April 2015 PSN 7520-02-000-9001 See Reverse for instructions



7017 1450 0001 9122 2677

**U.S. Postal Service™
 CERTIFIED MAIL® RECEIPT**
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®

New York, NY 10019

Certified Mail Fee \$3.75

Additional Services & Fees (check box, add fee to subtotal)
 Return Receipt (hardcopy) \$0.00
 Return Receipt (electronic) \$0.00
 Certified Mail Restricted Delivery \$0.00
 Adult Signature Required \$0.00
 Adult Signature Restricted Delivery \$0.00

Postage \$3.16
 Total Postage and Fees \$9.96

Sent to: RSP Property s/w RSP Company
 Street and Apt. No., or PO Box No. 36 Third Ave, 15th Fl
 City, State, ZIP+4® NY NY 10019

PS Form 3800, April 2015 PSN 7520-02-000-9001 See Reverse for instructions



7017 1450 0001 9122 2684

**U.S. Postal Service™
 CERTIFIED MAIL® RECEIPT**
 Domestic Mail Only

For delivery information, visit our website at www.usps.com®

New York, NY 10017

Certified Mail Fee \$3.75

Additional Services & Fees (check box, add fee to subtotal)
 Return Receipt (hardcopy) \$0.00
 Return Receipt (electronic) \$0.00
 Certified Mail Restricted Delivery \$0.00
 Adult Signature Required \$0.00
 Adult Signature Restricted Delivery \$0.00

Postage \$3.16
 Total Postage and Fees \$9.96

Sent to: First Service Residential
 Street and Apt. No., or PO Box No. 36 Third Ave, 14th Fl
 City, State, ZIP+4® NY NY 10017

PS Form 3800, April 2015 PSN 7520-02-000-9001 See Reverse for instructions

