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| CIVIL COURT OF THE CITY OF NEW YORKCOUNTY OF [COUNTY]: HOUSING PART B---------------------------------------------------------------X[PETITIONER],Petitioner - Tenant-against-[OWNER], as Owner;[MANAGING AGENT] as Managing Agent;[HEAD OFFICER] as Head Officer, Respondents - Landlords  NEW YORK CITY DEPARTMENT OF HOUSINGPRESERVATION AND DEVELOPMENT, Respondents - HPD. ----------------------------------------------------------------X | Index No. HP /25ORDER TO SHOW CAUSEPremises: [Premises] [Borough], NY [Zip Code]  |

UPON reading the Verified Petition, verified on the \_\_\_\_\_ day of \_\_\_\_\_\_, 2025, and upon all the annexed papers, and good cause having been shown, it isORDERED, that the Respondents are directed to appear before this court and show cause at a Trial Term of the Housing Part of the Civil Court of the City of New York, County of [County], Housing Part B [Part H for Bronx, C for Queens, B for all others], to be held at the Courthouse thereof, located at 141 Livingston Street, Room 409, Brooklyn / 1118 Grand Concourse, Room 590, Bronx / 111 Centre Street, Room 583, New York / 89-17 Sutphin Blvd., Room 407, Jamaica, New York, on the **\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 2025, at 9:30 AM**, or as soon thereafter as the parties may be heard, WHY an order should not be made and entered:1. FINDING that the conditions described in Petitioner’s Verified Petition,

the Open Violations report from the Department of Housing Preservation and Development (“HPD”) attached as **Exhibit A**, and the annexed schedule attached as **Exhibit B**, constitute violations, directing Respondents to correct said violations within the time provided by Section 27-2115(c) of the Administrative Code of the City of New York or be subject to civil penalties provided for by Section 27-2115(a) of said Administrative Code. 1. enjoining Respondent from permitting said violations to exist and from permitting any future conditions to exist which endanger the life, health and safety of the Petitioners and their families;
2. Imposing civil penalties in an amount to be determined by the Court, but no less than the amounts required by NYC Admin. Code § 27-2115;
3. [*If pleading harassment*] declaring that Respondents’ actions are harassment as defined under NYC Admin. Code § 27-2004(a)(48), declaring that Respondents’ conduct violates NYC Admin. Code § 27-2005(d), and enjoining Respondents and their agents from engaging in further harassment;
4. Granting Petitioner’s attorneys’ fees pursuant to R.P.L. § 234 and awarding reasonable costs and disbursements in an amount to be determined by the Court; and
5. Awarding such other relief as this Court deems just and proper.

ORDERED, that service of a copy of this Order, together with a copy of the papers upon which it is granted, upon each Respondent, by first-class Certified Mail with return receipt requested, as permitted by NYC Admin. Code § 2115(j), on or before the \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2025, be deemed good and sufficient service, and these papers, together with proof of service thereof, may be returned on or before the return date of this proceeding.Dated: [County], New York\_\_\_\_\_\_\_\_\_\_\_\_\_, 2025\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: [Owner][Address] [Managing Agent][Address] [Head Officer][Address] Department of Housing Preservation and DevelopmentHousing Litigation Bureau100 Gold Street New York, NY 10038

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| CIVIL COURT OF THE CITY OF NEW YORKCOUNTY OF [COUNTY]: HOUSING PART B---------------------------------------------------------------X[PETITIONER],Petitioner - Tenant-against-[OWNER], as Owner;[MANAGING AGENT] as Managing Agent;[HEAD OFFICER] as Head Officer, Respondents - Landlords  NEW YORK CITY DEPARTMENT OF HOUSINGPRESERVATION AND DEVELOPMENT, Respondents - HPD. ----------------------------------------------------------------X | Index No. HP /25VERIFIED PETITIONPremises: [Premises, including unit #] [Borough], NY [Zip Code]  |

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 The undersigned Petitioner, by her attorneys, [firm], respectfully allege the following:

1. Petitioner is the lawful occupant of the Class B multiple dwelling building located at [premises], (“the Premises”).
2. Petitioner has instituted this proceeding pursuant to the New York City Administrative Code (“NYC Admin. Code”) §§ 27-2005, 27-2115(h), 27-2115(i) and 27-2121; New York City Civil Court Act (“NYC CCA”) §§ 110(a)(4), 110(a)(7), 110(d), and 209(b)(2); and New York State Real Property Actions and Proceedings Law (“RPAPL”) § 211.
3. Petitioner seeks the correction of any and all violations and other conditions that are dangerous to life, health and safety existing at the Premises, including but not limited to, violations of the New York State Multiple Dwelling Law (“MDL”), the New York City Housing Maintenance Code (“HMC”), and Building Code.

**PARTIES**

1. Petitioner [tenant] is the tenant residing in [Apt.#] of the [premises].
2. Respondent [owner] is registered with the New York City Department of Housing Preservation and Development (“HPD”) as the owner of the Premises at the address [address in HPD registration statement]. *See* **Exhibit A***, a true and accurate copy of the HPD’s “Property Owner Registration and Open Violation Report”.* [[1]](#footnote-1)
3. Respondent [managing agent] is registered with HPD as the managing agent at the [address in HPD registration statement]. *Id.*
4. Respondent [head officer] is registered with HPD as the head officer of [owner] at the address of [address in HPD registration statement]. *Id.*
5. The Respondents listed in Paragraphs 5-7 shall hereinafter be collectively referred to as the “Respondents-Landlords.”
6. Co-Respondent THE NEW YORK CITY DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT (“HPD”) is the city agency charged with, among other things, enforcement of the HMC and is located at 100 Gold Street, New York, New York, 10038. Co-Respondent HPD is a proper party to this proceeding pursuant to New York City Civil Court Act § 110(d).

**REGULATORY SCHEME**

1. Under the New York City Housing Maintenance Code, a tenant may petition the Court to order HPD to inspect and issue violations against a landlord-owner for conditions in violation of the Housing Maintenance Code. The HMC is found in Chapter 2 of Title 27 of the NYC Admin. Code.
2. A tenant may bring a Housing Part action seeking an order directing the landlord-owner to correct all violations found by the Court. NYC Admin. Code § 27-2115(h).
3. Respondents-Landlord(s) are obligated to keep the premises in good repair and to correct all violations of law. Upon the landlord-owner’s failure to correct the violations in the time required under the Housing Maintenance Code, the landlord-owner shall be subject to civil penalties. *Id.* at § 27-2115(a).
4. If violations are found to exist at the subject premises, the landlord-owner must correct the condition. The only defenses available to mitigate civil penalties are for the landlord-owner to prove: (1) that the violation was timely corrected and a notice of compliance was filed with HPD; (2) that the violation did not exist at the time the notice of violation was served; or, (3) that work to correct the violation was initiated timely but completion of the work was delayed by difficulties such as in obtaining the proper permit or license, or necessary funds, labor, or materials. *Id.* at § 27-2116(b).
5. With regards to the definition of harassment in the HMC as it pertains to the instant matter, § 27-2004(a)(48) defines harassment as:

[A]ny act or omission by or on behalf of an owner that (i) causes or is intended to cause any person lawfully entitled to occupancy of a dwelling unit to vacate such dwelling unit or to surrender or waive any rights in relation to such occupancy, and (ii) includes…the following acts or omissions, provided that there shall be a rebuttable presumption that such acts or omissions were intended to cause such person to vacate such dwelling unit or to surrender or waive any rights in relation to such occupancy[.][Such acts or omissions include] […]

b). repeated interruptions or discontinuances of essential services, or an interruption or discontinuance of an essential service for an extended duration or of such significance as to substantially impair the habitability of such dwelling unit;

b-1). an interruption or discontinuance of an essential service that (i) affects such dwelling unit and (ii) occurs in a building where repeated interruptions or discontinuances of essential services have occurred;

b-2). repeated failures to correct hazardous or immediately hazardous violations of this code or major or immediately hazardous violations of the New York city construction codes, relating to the dwelling unit or the common areas of the building containing such dwelling unit, within the time required for such corrections;

g). other repeated acts or omissions of such significance as to substantially interfere with or disturb the comfort, repose, peace or quiet of any person lawfully entitled to occupancy of such dwelling unit and that cause or are intended to cause any person lawfully entitled to occupancy of a dwelling unit to vacate such dwelling unit or to surrender or waive any rights in relation to such occupancy.

**FACTUAL ALLEGATIONS: (I) REPAIRS**

1. The Premises is a [*describe premises, e.g.* four story, 43-unit] building located at [address]. Petitioner resides therein.
2. Petitioner has lived there for [*length of tenancy].* Petitioner lives there with *[include family members/roommates*, e.g her two minor children]. [*Be sure to include your client’s age. Add a sentence describing any disabilities affecting your client or a member of their household if they confirm that they are comfortable with you sharing this. Highlight sympathetic factors. Consider an additional sentence or two to provide color detail and humanize your client e.g.* Ms. Smith is a 72-year-old disabled woman with limited mobility who relies upon the use of CPAP machine. She worked for the MTA for 40 years. She provides occasional childcare for her daughter but no longer feels comfortable having her two and three your old grandsons due to the deteriorating conditions in her apartment.]
3. There currently exist defects and/or open violations in Petitioner’s apartment that are dangerous to the health and safety of the tenant and which constitute violations of the Housing Maintenance Code and other laws that regulate housing standards. The conditions are in need of immediate repair.
4. These conditions include, but are not limited to; open violations recorded with HPD attached hereto as **Exhibit A***, a true and accurate copy of the HPD’s “Property Owner Registration and Open Violation Report”.* HPD has recorded [#]open violations in Petitioner’s apartment, with [*highlight the most egregious conditions, e.g.* with twoof these violations being **roaches** and **mice** throughout the apartment and are listed as a hazardous **Class “C”** violation]. *Id.*
5. Petitioner has amongst other conditions: [*list the bulk of the conditions, e.g.* mice; roaches; water-damaged floorboards; holes in walls; water leaks; water leak damage; damaged light fixtures; windows that are unable to close; improperly installed windows; improperly installed window guards; broken/defective paint and plaster on the walls; falling cabinets in kitchen; defective tiling in bathroom; and defective paint and plaster.] A comprehensive list of all conditions in the subject premises is annexed to this petition as a “Schedule A” **(Exhibit B**).
6. [*Describe how the conditions have impacted your client’s ability to safely live in the apartment, e.g.* due to the chronic lack of heat during the winter months she relies upon a total of six (6) space heaters which have greatly inflated her electricity bill/ The defective front door has resulted in Ms. Smith and her family being locked both out and inside of the apartment multiple times, once requiring the intervention of the FDNY to break down the door on August 15, 2024 so that she could escape her home when the landlord and superintendent did not answer her calls.]
7. Petitioner has notified the Respondents and reported the above conditions. She has repeatedly contacted her building’s super, Bob, as well as the managing office but unfortunately this has not resulted in repairs being completed. Additionally, as mentioned above, some of these conditions are also recorded as violations by HPD. [*Consider including who your client contacts for repairs and how they contact them, as well as what if anything has happened when your client requested repairs*].
8. Therefore, Respondents-Landlords are on notice of all cited conditions at the Premises. Access has been and continues to be freely and liberally available, upon reasonable notice.
9. Despite this, the conditions in the apartment remain uncorrected.

**[*if pleading harassment]* FACTUAL ALLEGATIONS: (II) HARASSMENT**

1. The repeated failure by Respondents-Landlords to correct conditions at the Premises greatly endangers the Petitioner’s health and safety. These acts of omission thereby constitute harassment, as defined under HMC § 27-2004(a)(48)(g). Respondents’-Landlords’ neglect of their duty to repair has substantially interfered with Petitioner’s ability to enjoy the quiet comfort and repose of the Apartment, and a continued failure to correct is intended to force Petitioner to move from her home.
2. Additionally, *describe harassment incidents with specific dates where possible e.g.,:* On multiple occasions Respondent’s agents have used abusive and threatening language against Petitioner, most recently on September 10, 2024 when the superintendent demanded access to her apartment without prior notice or agreement. Respondent has entered or attempted to enter Petitioner’s apartment without her authorization on or around August 15, 2024. A sign stating that the Petitioner was late on her rent was posted on Petitioner’s front door in an attempt to belittle and humiliate her. See Exhibit C, “Photograph of Sign Posted by Respondent on June 10, 2022,.” *Consider tying the harassing behavior to a specific HMC* § 27-2004(a)(48) provision*, e.g.* Respondents have repeatedly turned off the heat in Petitioner’s apartment and kept access to the boiler in the basement locked so that HPD inspectors could not inspect it. Petitioner was without heat as recently as October 1 through October 10, 2024 and was also frequently without heat during the winter of 2023 for weeks at a time. Respondents have therefore caused “repeated interruptions of an essential service…[which have] affect[ed] such dwelling unit… in a building where repeated interruptions… have occurred.” NYC Admin. Code § 27-2004(a)(48)(b-1)].

Respondents failed to address the open C violations for rodents for well over six months and therefore have made “repeated failures to correct hazardous or immediately hazardous violations of this code… within the time required for such corrections.” NYC Admin. Code § 27-2004(a)(48)(b-2)]

1. Thus, the Court should carefully evaluate the Petitioner’s claims of harassment.

**WHEREFORE,** Petitioner respectfully requests that the Court enter an order pursuant to the Housing Maintenance Code §§ 27-2005, 27-2115, 27-2121, and Civil Court Act § 203:

* 1. Finding that the conditions described in Petitioner’s Verified Petition and the open violations report from HPD constitute violations, and directing Respondents-Landlords to correct said violations within the time provided by § 27-2115(c) of the NYC Admin. Code or be subject to civil penalties provided for by § 27-2115(a) of the NYC Admin. Code.
	2. Enjoining Respondents from permitting said violations to exist and from permitting any future conditions to exist which endanger the life, health and safety of the Petitioner;
	3. Imposing civil penalties in an amount to be determined by the Court, but no less than the amount required by the NYC Admin. Code § 27-2115(a);
	4. [*If pleading harassment*] Declaring that Respondents’ actions are harassment as defined under NYC Admin. Code § 27-2004(a)(48), declaring that Respondents’ conduct violates NYC Admin. Code § 27-2005(d), and enjoining Respondents and their agents from engaging in further harassment;
	5. Granting Petitioner’s attorneys’ fees pursuant to R.P.L. § 234 and awarding reasonable costs and disbursements in an amount to be determined by the Court,
	6. Awarding such other relief as may be deemed just.

Dated: [Borough], New York \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_, 2025 [Attorney]

 [Firm]

 *Attorneys for Petitioner-Tenant*

 [address]

 [attorney’s phone]

 [attorney’s email]

**VERIFICATION**

STATE OF NEW YORK )

COUNTY OF [COUNTY] ) s.s.:

[Petitioner], being duly sworn, deposes and says:

I am the Petitioner in this proceeding. I have read the foregoing Order to Show Cause and Petition and know the contents thereof. The information stated therein is true to my knowledge, except as to those matters therein stated to be alleged upon information and belief, and as to those matters I believe the information to be true.

Dated: [Month] \_\_\_, 2025 Respectfully submitted,

[Borough], New York

 [Petitioner]

Sworn to Before Me this

\_\_\_ Day of [Month], 2024.

NOTARY PUBLIC

[If client is an ESL speaker, include Affirmation/Affidavit of Translation here]

**Exhibit A – HPD Violations Report and Property Registration Statement**

**[*Include a PDF of the HPD violations report for the building*]**

<https://hpdonline.nyc.gov/hpdonline/>

**Exhibit B – Schedule A**

**Schedule A: Petitioner’s Complaints as to Conditions**

* **Entire Apartment**
	+ Mice
	+ Roaches
	+ Holes in Walls
	+ Water Leak Damage
	+ Improperly Installed Windows
	+ Improperly Installed Window Guards
	+ Defective Windows
	+ Wall Paint is Peeling
	+ Broken/Defective Paint and Plaster
	+ Painting Required throughout Apartment
	+ Broken Apartment Door Lock
* **Kitchen**
	+ Falling Upper-Cabinets
	+ Broken Lower-Cabinets
	+ Water-Damaged Floorboards
	+ Defective Window (Does Not Close)
	+ Improperly Installed Window Guards
* **Hallway**
	+ Cracks in Ceiling
	+ Leaks from Roof
	+ Water-Damaged Ceiling
* **Living Room**
	+ Defective Light Fixture
	+ Water Leak Damage
	+ Improperly Installed Windows
* **Bathroom**
	+ Defective Tiling
	+ Missing Tile
	+ Holes in the Wall
* **First and Second Bedroom**
	+ Defective Paint and Plaster
	+ Water Leak Damage
	+ Defective Windows
	+ Improperly Installed Window Guards
	+ Wall Bubbling and Retaining Moisture
	+ Defective Light Fixture
1. Pursuant to Section 328(3)(b) of the Multiple Dwelling Law, the Court shall take judicial notice of these printed computerized violation files as if they were certified as true under the seal and signature of the HPD commissioner. [↑](#footnote-ref-1)