

# THREE (3) DAY NOTICE TO TENANT

TO: \_\_\_\_\_  
\_\_\_\_\_ Apt. \_\_\_\_\_  
\_\_\_\_\_, New York \_\_\_\_\_

Tenant of the Premises described as \_\_\_\_\_, on the \_\_\_\_\_ floor, \_\_\_\_\_,  
\_\_\_\_\_, New York:

**PLEASE TAKE NOTICE** that you are justly indebted to \_\_\_\_\_,  
the Landlord of the above described Premises, in the sum of \$\_\_\_\_\_ for rent of said  
Premises as follows:

\$\_\_\_\_\_ for \_\_\_\_\_ (rent/late fee/etc.) for the Month of \_\_\_\_\_, 20\_\_\_\_ ,  
\$\_\_\_\_\_ for \_\_\_\_\_ for the Month of \_\_\_\_\_, 20\_\_\_\_ ,  
\$\_\_\_\_\_ for \_\_\_\_\_ for the Month of \_\_\_\_\_, 20\_\_\_\_ ,  
\$\_\_\_\_\_ for \_\_\_\_\_ for the Month of \_\_\_\_\_, 20\_\_\_\_ .

You are required to pay said rent on or before the expiration of Three (3) days from the day  
of the service of this Notice, or surrender up the possession of said Premises to the Landlord, in  
default of which the Landlord will commence summary proceedings under the Statute to recover  
possession thereof.

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_, Landlord

By \_\_\_\_\_  
(Signature)

IMMEDIATELY, IF YOU ARE CURRENTLY RECEIVING PUBLIC ASSISTANCE, BRING THIS NOTICE FOR RENT TO THE  
WORKER WHO HANDLES YOUR CASE. YOUR WORKER WILL CONSIDER THIS NOTICE ON AN EMERGENCY BASIS AND  
MAY BE ABLE TO PROVIDE FUNDS TO AVOID THE POSSIBLE LOSS OF YOUR APARTMENT.

IF YOU ARE NOT CURRENTLY RECEIVING PUBLIC ASSISTANCE AND REQUIRE FINANCIAL HELP, YOU SHOULD APPLY  
IMMEDIATELY AT YOUR LOCAL INCOME MAINTENANCE CENTER. IF YOU SHOW THIS NOTICE TO THE RECEPTIONIST,  
YOU MAY ALSO BE ENTITLED TO ASSISTANCE ON AN EMERGENCY BASIS.

THIS IS AN ATTEMPT TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. THIS  
IS A COMMUNICATION FROM A DEBT COLLECTOR.

UNLESS YOU NOTIFY THIS OFFICE WITHIN 30 DAYS AFTER RECEIVING THIS NOTICE THAT YOU DISPUTE THE  
VALIDITY OF THIS DEBT THIS OFFICE WILL ASSUME THIS DEBT IS VALID. IF YOU NOTIFY THIS OFFICE IN WRITING  
WITHIN 30 DAYS FROM RECEIVING THIS NOTICE THAT YOU DISPUTE THE VALIDITY OF THIS DEBT OR ANY PORTION  
THEREOF, THIS OFFICE WILL: OBTAIN VERIFICATION OF THE DEBT OR OBTAIN AND MAIL YOU A COPY OF SUCH  
VERIFICATION. IF YOU REQUEST THIS OFFICE IN WRITING WITHIN 30 DAYS AFTER RECEIVING THIS NOTICE, THIS  
OFFICE WILL PROVIDE YOU WITH THE NAME AND ADDRESS OF THE ORIGINAL CREDITOR, IF DIFFERENT FROM THE  
CURRENT CREDITOR.