

NEW YORK NOTICE TO PAY RENT OR QUIT / NOTICE TO VACATE

To: _____ [Tenant Full Name(s)] and ALL OTHER
OCCUPANTS, in possession of the premises located at
_____, [Property Address], City of
_____, County of
_____, State of New York.

YOU ARE HEREBY NOTIFIED that you are indebted to the undersigned Landlord in the sum of \$ _____
for rent and use of the above-described premises for the period beginning _____ [start date] and
ending _____ [end date].

DEMAND

WITHIN 14 DAYS from the date of service of this notice, you are required to:

- (1) PAY the rent in full to the Landlord at the address listed below; OR
- (2) DELIVER UP POSSESSION of the premises to the Landlord.

If you fail to do either, the Landlord will commence legal action under New York law to recover possession,
damages, court costs, and reasonable attorneys' fees as permitted by statute and the lease.

AMOUNT DUE

Rent due: \$ _____

Period covered: _____ to _____

Total: \$ _____

(Note: This notice demands rent only. Late fees, NSF fees, attorneys' fees, and other charges are NOT
included in this demand.)

PAYMENT INSTRUCTIONS

Make payment payable to: _____

Deliver to: _____ [Address]

Acceptable payment methods: ___ Cash ___ Check ___ Cashier's Check ___ Electronic Transfer ___ Other:

TENANT RIGHTS

You have the right to consult an attorney. If you cannot afford one, free or reduced-fee legal assistance may be
available through legal aid in New York. You may have defenses to eviction including improper notice,
retaliation, discrimination, breach of warranty of habitability, or rent already paid. Asserting these defenses
requires timely action — do not delay.

You also have the right to a court hearing before being removed from the premises. The Landlord cannot
lawfully change locks, shut off utilities, remove your belongings, or otherwise force you out without a court
order. Self-help eviction is illegal in New York.

LANDLORD / AGENT:

Printed Name: _____

Title (if Agent): _____

Address: _____

Phone: _____

Signature: _____ Date: _____

PROOF OF SERVICE

I, _____, served this notice on the above-named Tenant on _____ [Date] at _____ [Time] by:

___ Personal delivery to Tenant

___ Substituted service: leaving a copy with _____ (person of suitable age) at the premises AND mailing a copy by first-class mail to Tenant at the premises

___ Posting on the main entry door AND mailing a copy by first-class mail to Tenant at the premises

___ Certified mail, return receipt requested

Signature of Server: _____

Printed Name: _____

Address: _____

DISCLAIMER: This template is provided for informational purposes only and does not constitute legal advice. New York eviction law has strict procedural requirements. Defective notice or service is the most common reason eviction actions are dismissed. Consult a New York attorney for high-value or contested cases.