

# Civil Court of the City of New York

COUNTY OF \_\_\_\_\_

Housing Part

*against* Tenant(s)/Petitioner(s),

Landlord(s)/Respondent(s) Name and Address  
and

The Department of Housing Preservation and Development,  
(DHPD)

Index No. HP \_\_\_\_\_

## ORDER TO SHOW CAUSE DIRECTING THE CORRECTION OF VIOLATIONS (H.P. Action)

Premises:

\_\_\_\_\_  
(Street Address & Apt. No.)

\_\_\_\_\_  
(Borough & Zip Code)

Upon the annexed Verified Petition of the above named Petitioner(s), sworn to on \_\_\_\_\_:

Let the Respondent(s) or Respondent's attorney(s) show cause at the:

**Civil Court of the City of New York**

Housing Part:

Located at:

On:

at 9:30 AM,

or as soon thereafter as counsel may be heard, why an Order should not be made:

DIRECTING the Respondent(s) to correct the violation(s) alleged in the annexed Verified Petition, and upon failure to do so within the time set for certifying the correction of such violation(s) pursuant to Section 27-2115(c) of the Administrative Code of the City of New York, for an order directing the DHPD to enter a judgment against the Respondent(s) for the penalties stated in Section 27-2115(a) of the Administrative Code and/or granting such other and further relief as may be just.

Service of a copy of this Order, together with the annexed Verified Petition, upon the Respondent(s) (by Certified Mail, Return Receipt Requested/personally) and also upon the Department of Housing Preservation and Development by Certified Mail, Return Receipt Requested, on or before \_\_\_\_\_, as permitted by Section 27.2115(j) of the Administrative Code, shall be deemed good and sufficient. Proof of such service may be filed in the Clerk's Office of Housing Part before the return date of this Order to Show Cause, or on the date of trial with the Clerk in the Part indicated above.

If the Respondent is registered with the Department of Housing Preservation and Development, personal service or mailing may be made to the Respondent at the address indicated in such registration.

Mailing to the DHPD shall be made to the:

Department of Housing Preservation and Development  
Housing Litigation Bureau  
100 Gold Street  
New York, NY 10038

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge, Housing/Civil Court

Civil Court of the City of New York  
County of \_\_\_\_\_

Housing Part

Index No. HP \_\_\_\_\_

Tenant(s)/Petitioner(s),

-against-

Landlord(s)/ Respondent(s)

and

The Dept. of Housing Preservation and Development  
(DHPD)

**VERIFIED PETITION IN SUPPORT OF AN  
ORDER TO SHOW CAUSE**

Directing the Correction of Violations  
(NYCCCA Section 110(a) and Administrative  
Code of the City of New York Section 27-2115)

(Address of Tenant/Petitioner)

Apt. # \_\_\_\_\_

**PETITION**

1. I, \_\_\_\_\_, the Petitioner, am the tenant/person of the above apartment/unit.
2. The Respondent(s) is/are the owner(s) or agent(s) of the owner of the subject premises:
3. The Respondent(s) has/have violated the Administrative Code of the city of New York, in that the following condition(s) presently existing in my apartment/unit has/have not been corrected: (list conditions)
  - 1) \_\_\_\_\_ 4) \_\_\_\_\_ 7) \_\_\_\_\_
  - 2) \_\_\_\_\_ 5) \_\_\_\_\_ 8) \_\_\_\_\_
  - 3) \_\_\_\_\_ 6) \_\_\_\_\_ 9) \_\_\_\_\_
4. Administrative Code of the City of New York, Section 27-2115 **Allegations.**

**Tenant's Initials**

- \_\_\_\_\_ I have filed a complaint with the Division of Code Enforcement. The Division issued a Notice of Violation. More than 30 days have elapsed. Said violation has not been cured nor has a certification of Correction been filed with the Division of Code Enforcement.
- \_\_\_\_\_ I have filed a complaint with the Division of Code Enforcement. More than 30 days have elapsed. The Division has failed to issue a Notice of Violation.
- \_\_\_\_\_ In accordance with the Directive of the Department of Housing Preservation and Development of February 11, 1997, and because the above listed conditions constitute an emergency or a danger to the life, health and safety of the tenant(s), I request that prior notification to the Department of Housing Preservation and Development be waived.
5. I have requested of the clerk of Housing Court that an inspection of the premises by the Division of Code Enforcement be ordered. I further request that:
    - a) if no inspection report is available on the date of the hearing, testimony be taken and a violation be placed; and
    - b) an order be made directing the owner to correct the violation, and upon the failure to do so within the time set for certifying the correction of such violation pursuant to 27-2115(c) of the Administrative code, for an order directing the entry of a judgment against the Respondent(s) for penalties as stated in Section 27-2115(a) of the Administrative Code.
    - c) permission be granted to serve the papers myself
  6. I have/have not made prior application for the relief sought herein.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Tenant(s)/Petitioner(s)

**VERIFICATION**

State of New York, County of \_\_\_\_\_, ss.:

\_\_\_\_\_ being duly sworn, deposes and says:

I am the petitioner named above, I have read the petition and know the truth of the statements except as to those matters alleged to be on information and belief, and as to those matters I believe them to be true.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Court Employee and Title

\_\_\_\_\_  
Signature of Tenant(s)/Petitioner(s)

Department of  
Housing Preservation and Development  
Division of Code Enforcement

(Form A-B)

**TENANT'S REQUEST FOR INSPECTION**

Civil Court Index No: LT/HP \_\_\_\_\_

County of \_\_\_\_\_

Housing Part: \_\_\_\_\_ Room \_\_\_\_\_

The case of \_\_\_\_\_

vs. \_\_\_\_\_

will appear on the Court Calendar on:

Tenant's Name: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

Tenant's Address: \_\_\_\_\_

Is there a child under the age of 6 residing in this apartment? Yes ☐ No ☒

Apt. No. \_\_\_\_\_ Floor: \_\_\_\_\_

If yes, please provide name and age or date of birth for each child.

Tenant's Phone #'s: Home: \_\_\_\_\_

**Name** **Age/Date of Birth**

Work: ( ) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may gain access by contacting: \_\_\_\_\_

Apt. No. (Or Public Area)	Which Room?	TENANT'S ALLEGATION OF VIOLATIONS	DIVISION OF CODE ENFORCEMENT Inspector's No: _____ Date: _____  Signature REPORT
		Condition(s) - Be Specific	

In connection with the above mentioned case in the Civil Court of the City of New York, I, the tenant of the apartment referred to, wish to call the Court's attention to the conditions listed above which I allege are violations, and request that an inspection of the property be made to verify my allegations.

Date of Request: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_

INSPECTION DATE	INSPECTION TIME
An inspector will come to inspect these conditions on: _____	<input type="checkbox"/> 10 AM - 2 PM <input type="checkbox"/> 2 PM - 6 PM <input type="checkbox"/> 5 PM- 9 PM <input type="checkbox"/> <b>Weekend</b> 10 AM - 3 PM <input type="checkbox"/> <b>Staten Island</b> 10 AM - 2 PM