PROPERTY NOTICE PREPARATION WORKSHEET

Internal worksheet – do not serve on the resident.

Property jurisdiction: Albany, NY. Prepared for Casey Example on October 8, 2026.

Intended next step: Review whether the tenancy can be terminated on the stated grounds and what notices or judicial proceedings must come first.

Incident record

Reported occurrence from October 6, 2026 through October 6, 2026. Time or frequency: 8 p.m. to 8:15 p.m. on one occasion.

One reported incident of music heard near the property. Its source has not been confirmed.

Reported location: 29 Pine Street.

Before preparing or serving a formal notice

Confirm who has authority, the premises and occupants, residential or commercial status, the precise lease ground, whether the breach can be corrected, lawful service, and any local, subsidized-housing or other protection. Keep the original evidence and distinguish personal observations from reports. Check for any accommodation obligations before deciding on enforcement. No service, cure deadline, termination or possession demand has been made by producing this worksheet.

New York property. Identify rent regulation, Good Cause Eviction coverage and exemptions, lease terms, the municipality and the ground being pursued. For a covered substantial obligation under Real Property Law §216(1)(b), examine the separate ten-day requirement measured from receipt of the specified written notice. Nuisance is a different ground. Rent-regulated units have their own predicate notice rules. RPAPL §753(4) concerns a court's 30-day stay of a warrant after a lease-breach proceeding, not a statewide ten-day notice to start one.

New York statutory grounds · Rent-regulated eviction guidance