

3600 PENN ASSOCIATES, LLC

Policy for Requesting to Vacate Early:

- Tenant must submit a completed Request to Vacate Early form to Landlord.
- Tenant should submit the completed form with as much notice as is possible given Tenant's circumstances.
- Landlord may at its sole discretion undertake efforts to lease Tenant's unit prior to the scheduled termination date of Tenant's current lease.
- Tenant agrees to cooperate fully with Landlord's efforts to show the unit to prospective new tenants.
- Tenant remains 100% responsible for the fulfillment of all lease provisions (financial and otherwise) including rent and maintenance of utility services until or unless a new tenant officially takes occupancy.
- Should a new tenant take occupancy of the Tenant's unit, Tenant shall be entitled to a 50% credit for rent due from the date of the new tenant's occupancy till the expiration of their then-current lease term. By example, if the rent is \$1,000 a month and we lease it two months prior to your lease expiration, you will be entitled to a total of \$1,000 rental credit.
- Tenant remains obligated to the terms of the lease governing their Security Deposit return and shall be entitled to the return of their Security Deposit within 30 days post expiration of their current lease term unless Landlord otherwise agrees to process said Security Deposit return sooner than required by the lease.
- If Tenant leaves the unit in a state of disrepair or otherwise does not fully cooperate in Landlord's efforts to secure a new tenant, Landlord at its sole discretion may choose to discontinue efforts to secure a replacement tenant and/or reduce or eliminate the 50% rental credit due Tenant.