

3600 PENN ASSOCIATES, LLC

EARLY TERMINATION REQUEST POLICY:

Early terminations are prohibited during the months of November through March. Early terminations received during the winter months take effect April 1st (assuming they are submitted before March 1st). Early termination requests require a full month's prior notice. If received mid-month, approval shall take effect at the end of the month following receipt. Completed Early Termination Requests will be approved subject to payment of a lease break fee equal to two months rent plus forfeiture of your security deposit (pet deposits are excluded from the penalty). See the attached form. Other conditions of approval are as follows:

- Tenant completes and submits the attached Early Lease Termination Request form with payment of the lease break penalty as required (two month's rent at the current monthly rental rate).
- Tenants who vacate their units early are required to maintain utility services through the effective lease termination date. This includes maintaining heat in the unit to safeguard against water pipe freeze-ups during the winter months.
- Tenant is in good standing under the terms of their lease.
- Tenant provides a verified new address and contact information post vacating the unit.
- Within 30 days following the effective lease termination date, Landlord will process the security deposit return to Tenant at Tenant's new address. Tenant will remain responsible for the condition of the unit at the conclusion of the lease term including the return of keys prior to the effective lease termination date and any and all repairs, cleaning etc. Although Tenant's security deposit is forfeited as part of the early termination request, Tenant remains responsible for any charges related to repairing or cleaning the unit in accordance with the lease and may be billed for said associated costs.