

SECURITY DEPOSIT REFUND GUIDELINES

The return of Tenant's security deposit is subject to the following conditions:

- a) Full term of lease has ended;
- b) Landlord has received a written forwarding address of Tenant before moving;
- c) All rent is paid in full;
- d) All keys and other items that Landlord provided are returned;
- e) No damage to the property has occurred beyond normal wear and tear;
- f) Shovel, fire extinguisher, and plunger have been left on premises;
- g) All personal property has been removed;
- h) The entire leased property has been cleaned, including all appliances;
- i) Holes in walls, scratches in woodwork, holes or damage to flooring whether carpeting, tile or wood have been repaired according to standard practices;
- j) Property returned in move-in condition;
- k) No unpaid late charges or rent remains due;
- l) The Tenant produces a final gas bill that their bill is paid in full. In the event the Tenant transfers their gas account to other premises, then the gas account must show a zero balance for the time period that the Tenant resided in the premises up to the date they moved. There are no exceptions. In the event the Landlord has to pay any amount due to the gas company and deduct it from the Tenant's security deposit, then the Landlord may charge in addition to pay the bill a \$25.00 process and administration fee. In the event the Tenant fails to produce the above, then the Landlord may consider the amount owed to the gas company is in excess of the security deposit and may hold the Tenant's security deposit in escrow indefinitely and beyond the 30-days pursuant to the Landlord-Tenant Act of 1951. The Tenant in this event waives all rights to sue for double damages.

In the event The Philadelphia Gas Works at any time in the future attempts to Lien the Landlord's property for gas that was used during the Tenant's occupancy, it shall be the responsibility of the Tenant to reimburse the Landlord for any monies paid to the Gas Company or escrowed by the Title agent. It shall be the responsibility of the Tenant to resolve any issue directly with the Gas Company.
- m) Light fixtures have been cleaned and bulbs replaced where needed;
- n) All water/sewer charges are paid in full.