



## **PRIVACY POLICY FOR PERSONAL INFORMATION OF RENTAL APPLICATION AND RESIDENTS**

We are dedicated to following all federal and state laws regarding the protection of your personal information. The purpose of this policy is to outline some of our procedures relating to the confidentiality and security of personal information, including social security information, disclosed to us by existing and prospective residents. If you ever have concerns about this issue, please feel free to share them with us.

### **How personal information is collected**

You will be asked to furnish some of your personal information when you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

### **How and when information is used**

We use this information only for our business purposes involved in leasing a dwelling to you. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

### **How the information is protected and who has access**

We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

### **How the information is disposed of**

After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

### **Locator services**

If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees or agents. You should require any locator services you use to furnish you with their own privacy policies.