

## **Privacy of Personal Information of Rental Applicants and Residents**

We are dedicated to protecting the privacy of our resident's personal information, including Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that information is kept secure. We follow all federal and state laws regarding the protection of our residents and applicants information.

**How information is collected.** We will require you to furnish information (such as Social Security or other governmental identification numbers) at the time you apply to rent from us.

**How and when information is used.** We will use this information in the process of verifying statements made on rental application, such as rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** Our company policy allows only authorized persons to have access to Social Security or other governmental identification numbers. We keep all documents containing this information in a locked area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need Social Security or other governmental identification numbers, we will store or destroy the information in a manner so no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies as well.

**Website Visitors.** Our website does not collect any personal data from your computer. We do collect information such as the number of hits each page receives, what time each visit occurs, and non-personal information such as the type of browser used. This information is used solely by our company for the purpose of improving our website and making the website experience more robust for our visitors. We do not share any personal information, names or email addresses with any outside party.

"Our mission is to provide residents with exemplary service in a quality home environment; provide employees with unparalleled opportunities for personal and professional development; and provide partners and clients with maximized real estate asset value."