

Privacy Policy for Personal Information of Rental Applicants and Residence

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

How Information is Collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers), at the time 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 the Information is Used. We may use this information in the process of verifying statements made on your rightful application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may use this information to report to consumer reporting agencies, in reference to your account and occupancy of our units. 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. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized personnel. We limit access to electronic versions of the information to authorized personnel, with the need to know only.

How the Information is Disposed of. After we no longer need your so security or other governmental identification numbers, we will store or destroy the information, in a manner that ensures that no one authorized person will have access to it. Our disposal methods may include physical destruction, or obliteration of paper documents, for all 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 service you use to furnish you with their privacy policies, as well.