## Stanberry & Associates

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## Privacy Policy for Personal Information for Rental Applicants

Stanberry & Associates, Inc. is dedicated to protecting the privacy of your personal information which includes your Social Security or other governmental identification numbers. We follow all federal and state laws regarding the protection of your personal information.

You will be furnishing personal information including your Social Security number or any governmental identification numbers on the rental application form furnished to us at the time you apply to rent from us. We may use this information in the process of verifying your rental history, credit and employment history. This information may also be used at the time of your lease renewal. We are prohibited from giving you a copy of the credit report. If you want a copy for your personal files, then you will have to acquire a copy from a credited bureau.

In our company, only authorized persons will have access to your personal information.

We keep all your information in a secured area, accessible only by certain people. After we no longer need your personal information, we will store or destroy all information by physical destruction or using a shredding machine.

If you found us through a locator service or leasing agent, please be aware that these agents are independent contractors and are not our employees, even if they may have filled out lease forms or rental applications for you.

Thank you,

Stanberry & Associates, Inc.