

**Privacy Policy for Personal Information of Rental Applicants and Residents, Property Owners, and Purchasers of Property**

**Established by Buddy White Real Estate, White and Associates Real Estate Services, and All Pro Realtors**

**September 1, 2005, Revised June 1, 2010**

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 number or other governmental identification numbers) at the time you apply to rent, sell, purchase, or arrange for property management through us. This information will be on the rental application form or other form that you, your employer, or another person authorized by you, provide to us, either on paper or electronically.

**HOW AND WHEN INFORMATION IS USED:** We may use this information in the process of verifying statements made on your application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal, sale or management of property. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future. On your behalf, we may send this information to a mortgage company and/or title company to assist you in closing on the sale or purchase of a home. If required under agreement between a Homeowners Association and the Owner, we will provide the HOA with proof of a valid lease and names of all legal occupants of the property.

**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 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 your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures

that 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. If a property owner for whom the company manages property chooses not to continue employing the company, the property owner may request files to be turned over to the landlord or to another management company; in such case the files will be turned over and the current tenant will be notified. The company will use reasonable measures to eradicate any personal information from past tenants that may be in files that are turned over. Much of the personal information related to current tenants or related to tenants with whom a continuing relationship exists for reasons such as an incomplete accounting or a dispute will be turned over to the landlord or to the new property manager.

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

**Buddy White, Broker/Owner**