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## *Privacy Policy for Personal Information*

Archer & Moreno Realty is dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company. 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 filling out application forms, W-9s, etc., either on paper or electronically.

**How and when information is used.** We use this information for business purposes only. Examples include, but are not limited to, verifying information on the application and creating 1099s for Owners.

**How the information is protected and who has access.** We allow only authorized persons, with a need to know, to have access to this information. All information, both paper and electronic, is stored 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 include shredding, destruction or obliteration of paper documents and destruction of electronic files.

**Background Services.** We contract out Background Screening services. Our current service provider is in compliance with the provisions of the Fair Credit Reporting Act and other applicable Federal, State, and Local laws. Please note, once this information is directed to the Background Screening service provider, it is beyond our control and we accept no responsibility for its safeguard.

**Locator Services.** If you found us through a Locator Service, please be aware that they are Independent Contractors and are not our employees or agents - even though they may initially process applications and lease forms. You should require any Locator Service you use to furnish you with their Privacy Policies.

**IF YOU DO NOT AGREE WITH THIS PRIVACY POLICY, PLEASE DO NOT FILL OUT FORMS FOR A&M REALTY REQUIRING PERSONAL INFORMATION.**

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Applicant's Signature

Date

AM Form G0007 (Jul 25, 2008) Previous editions obsolete

