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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 the application form, either on paper or electronically.

**How and when information is used.** We use this information only for our business purposes and for Background Screening. Examples include, but are not limited to, verifying statements made on the application, criminal history, and credit history.

**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 their own Privacy Policies.

**IF YOU DO NOT AGREE WITH THIS PRIVACY POLICY, PLEASE DO NOT FILL OUT THE APPLICATION FORM.**

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Applicant's Signature

Date

