

PRIVACY POLICY

Privacy Notice

This Policy is provided to you by Atwood Property Management, Inc. (APMI)

The Privacy Promise

“Personal Information” is data and information which identifies you or relates to you or your family members and which is not publicly available.

APMI respects the privacy of its residents, staff and employees. It is our desire to earn and keep your trust and confidence by managing our business with integrity and honesty. We keep your best interests at heart and place a high priority on protecting the Personal Information you provide.

Personal Information will be acquired only for valid business purposes.

Sharing of Personal Information

We collect Personal Information about you for many reasons and at a variety of times. We collect this Personal Information so that we can operate our business as a property management company. Personal Information may be shared with the following: Employees, employers, law enforcement agencies, government agencies, collection agencies, court administration and officials, Guarantys and parties to your Lease, and appropriate third parties. It is understood that it may be appropriate to share Personal Information with others not included in this list.

Personal Information will not be shared with residents who are not a party to your current or previous Lease.

Collection of Personal Information

Personal Information may be collected by written, verbal, or electronic means.

Confidentiality

The security and confidentiality of your Personal Information is very important to us. Access to your Personal Information is restricted and anyone who fails to follow our policies and procedures are subject to disciplinary action.

Access to Personal Information

We will provide you with access to your Personal Information to confirm its accuracy and completeness. Requests for access will not be unreasonably withheld. Only employees or personnel under the supervision of APMI have access to your Personal Information.

Established: December, 2005