

Privacy Policy on Personal Information

We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you 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 or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that 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 application or renewal. We may also use it to assist us in obtaining payment from you any money you may owe in the future.

How the information is protected and who has access. Only authorized persons have access to your Social Security or other governmental identification numbers. 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.

Locator Services. If you were referred by a locator service, please be aware that the locator services are independent contractors and are not our employees – even though they may have initially processed your application and filled out lease forms. You should require any locator services you use to furnish you their privacy policies.

Thank you,

Waters Property Management