



THE GROOVE REALTY

PRIVACY POLICY ON PERSONAL INFORMATION

The Groove Realty is dedicated to protecting the privacy of all applicant information including Social Security and 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. The Owners/Landlords have also agreed to abide by our privacy policy to protect your personal information.

HOW INFORMATION IS COLLECTED

You will be furnishing some of your personal information (such as Social Security or other governmental identification numbers) at the time you apply to rent from our Owners/Landlords. This information will be on the lease application or other documents provided either on paper or electronically, and may be required for online screening vendors.

HOW AND WHEN INFORMATION IS USED

The Groove Realty and the Owner/Landlord may use this information in the process of verifying statements made on the lease application, such as rental, credit, criminal, background, and employment history. The information may be used when reviewing any lease renewal. The information may also be used to assist in obtaining payment of any amounts owed in the future.

HOW THE INFORMATION IS PROTECTED AND WHO HAS ACCESS

Only the Owner/Landlord and authorized persons at The Groove Realty are permitted access to provided Social Security or other governmental identification numbers. All documents containing this information are kept in a secure and locked area, accessible only by the Owner/Landlord and authorized persons at The Groove Realty.

DISPOSAL OF INFORMATION

After a Social Security or other governmental identification numbers is no longer needed, the information will be stored or destroyed in a manner that ensures that no unauthorized person will have access to it. The disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

I/WE, THE UNDERSIGNED HAVE READ, FULLY UNDERSTAND, AND AGREE TO ADHERE TO THE ABOVE PRIVACY POLICY.

Applicant

Date

Applicant

Date