2309 Rio Grande, Austin TX 78705
512-542-0050 office 512-323-2855 facsimile
maintenance@uthomesearch.com

PRIVACY POLICY

Active Property Management is 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 your information is collected: You will be furnishing us with some of your personal information (such as your social security number; or other government issued identification numbers) at the time you submit your rental application to us. This information is will be found on the rental application form or other documents that you provide to us either on paper or electronically.

How and When your information is used: We may use this information in the process of verifying statements made on your rental application; such as your rental history; credit and criminal background; and employment history. We may also use the information when it comes time to renew your lease. We may also use it to assist us in obtaining payment from you for any money you owe in the future.

How your information is protected and Who has access: Only authorized persons of Active Property Management 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 your 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.

Your information and the use of Locator Services: If you were referred by a locator service please be aware that the locator services are independent contractors and are not employees of Active Property Management even though they may have initially collected your information. You should require any Locator Service to provide you with their privacy policies.

Thank you,
Active Property Management

_____ _____
Tenant Signature Date Tenant Signature Date

_____ _____
Tenant Signature Date Tenant Signature Date

_____
Landlord Signature Date

Property Address