

We are ready to serve as your property manager with personal service..... and we value the trust you have placed in us. An important component of our relationship with you is our commitment to safeguarding your personal information. This notice will help you understand the measures we take to protect the privacy and security of this information.

#### **GATHERING INFORMATION**

We may obtain information about you from applications, forms and other information that you provide to us, whether in writing, in person, by telephone, electronically or by any other means which could include consumer reporting agencies. This information may include your name, address, social security number, employment information, income and credit references, or credit history and criminal. The information in our files will be used only to provide our tenants with our services.

#### **SECURITY STANDARDS**

We will safeguard, according to strict standards of security and confidentiality, any information our Tenants share with us.

We continually monitor and review our processes, computer networks and procedures safeguards.

We permit only authorized persons to have access to your personal information. We do not permit other to remove your personal information from the company upon termination of services with PAM. Anyone who violate our Confidentiality Statement will be subject to our disciplinary process.

We select very carefully the outside companies that provide services on our behalf, and restrict the information we provide them to that which is necessary to fulfill their responsibilities or offer a service. These companies are prevented by legal agreement from using customer information for their own purposes or selling this information to others.

We do not sell clients lists or individual client information, nor do we make your information available for use by unaffiliated third parties.

When asked by entities who produce a lawful right to know (such as a subpoena or government regulatory request from the IRS or Department of Justice), we will provide only the information about you that is required and nothing more.

#### **MAINTENANCE OF ACCURATE INFORMATION**

We strive to maintain complete and accurate information about you. If you ever believe that our records contain inaccurate or incomplete information about you, please let us know immediately. We are committed to resolving any inaccuracies as quickly as possible.

#### **PROTECTING YOUR INFORMATION**

We don't give personal information, such as address or Social Security numbers over the telephone or through the mail or over the internet unless you gave us such permission.

We store personal information in a safe place.

#### **FRAUD AND IDENTITY THEFT ASSISTANCE**

Contact the fraud department of each of the three major credit bureaus to report the identity theft and request that the credit bureaus place a fraud alert and a victim's statement in your file. The fraud departments of the three national credit bureaus are as follows:

Trans Union	1-800-680-7289
Equifax	1-800-525-6285
Experian	1-800-397-3742

Contact your bank or other creditor where you have an account to have holds placed on your accounts.

File a report with your local police department.

Contact the Federal Trade Commission's Identify Theft Hotline toll-free 1-877-ID-THEFT.

Contact the Social Security Administration's Fraud Hotline at 1-800-269-0271 to report fraudulent use of your identification information.

Please note that this contact information is being provided as a service to you. PAM Rental Management is not affiliated with any of these services and cannot guarantee their effectiveness.

#### **REGARDING AMENDMENTS AND FORMER CUSTOMERS**

This Statement discloses our privacy policy as of the date shown above. We reserve the right to amend our policy from time to time and will notify you of any changes. If you decide to move or cease to be a Tenant in a property managed by PAM, we will continue to adhere to the privacy policies as set forth in this Statement, subject to future revisions.

#### **QUESTIONS, CONTACT US**

We welcome the opportunity to answer additional questions you may have about this statement or the safeguarding and confidentiality of your information. Please contact the PAM Office Manager at 610-352-4445 or write to us at PAM Property A Management 778 Garrett Road Upper Darby Pennsylvania 19082. At all times you may view our current privacy policy on our website at [www.4rent.Name](http://www.4rent.Name)

No rental payments are refundable under any circumstances

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This Privacy Statement explains how we handle and protect information and replaces any Privacy Statement previously provided. The Privacy Statement applies to current tenants or former tenants managed by PAM Rental Management. The policies and practices described in the Privacy Statement are subject to change, but we will notify you of any significant changes.