

Asset Management & Consulting Services, Inc.  
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## **AMCS INC. NOTICE OF PRIVACY POLICY AND PROCEDURE**

Dear Customer/Employee:

This Notice has been prepared to inform you of AMCS's privacy policy regarding personal and confidential information which we collect from you during the course of our business. AMCS does not disclose and reserves no right to disclose to our affiliates or any other third parties, any of your private personal information except with your permission or as permitted by law. This policy remains in effect even if our relationship with you comes to a close.

We only use your data to determine approval and acceptance of your circumstance for use of the products we sell or rent, as required by our screening standard and/or regulatory agencies or groups.

What information AMCS may collect from you, the Customer/Employee:

- Your name, birthdate, current or future address and social security number
- Information generated from a consumer credit report
- Banking institution information or account numbers
- Data required by government agencies connected with the housing you are renting or attempting to rent

AMCS obtains this information from the following sources:

- Information we receive directly from the Tenant either in person or within a completed Tenant Application or any other management agreements or related forms completed by the Tenant
- Through course of dealing with the Tenant such as banking information associated with Tenant authorized automatic deposits or withdrawals
- Information generated by consumer credit reporting agencies

How your personal information is used:

- Any information that we collect from you will never be disclosed to any of our affiliates or any other third-party without your consent or as required or permitted by law such as in the

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performance of credit checks or certain banking transactions, or regulatory review and proper compliance.

- We will not sell or otherwise provide your information to third parties for any marketing purposes

How we protect your information:

- We maintain industry standard physical, electronic and procedural security features to keep your information secure
- If a third party affiliate is used, we ensure that its security standards are appropriately designed and maintained to ensure the confidentiality of any information in its possession.
- Except as otherwise designated in this Policy, we restrict access to your personal information to include only those employees who require that information to provide our services to you

AMCS reserves the right to amend these policies and practices at its discretion and will inform you of any material changes. There is no need to respond to this Notice; however, please feel free to contact AMCS with any questions you may have regarding our privacy policy and practices.

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