

## Privacy Policy

This privacy policy sets out how LandlordSolutions Inc. uses and protects any information that you give LandlordSolutions Inc. when you use the products and services listed on this website. LandlordSolutions Inc. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website; you can be assured that it will be used in accordance with this privacy policy.

### What information do we collect, how and why?

We collect personal, employment, landlord, and business information to provide services requested of us. Information is collected via website, paper application, online application, fax, and calling us. The information collected in the application (including an online application) is for the purpose of obtaining and/or creating a consumer report; wherein you provided requested information.

### Your authorization is required

In response to your request for housing and providing the application made with our client, you have authorized LandlordSolutions, Inc. to conduct a background investigation using the information we collected or obtained. Personal information may only be used or disclosed for the purpose which you have authorized and given consent for within the limits of our clients "Permissible Purpose".

### How is the obtained information used?

Information obtained as part of the screening process is shared with the credit bureaus and others only to the extent necessary to complete our background investigation, and to the landlord or employer designated by you and certified by us as having "Permissible Purpose," under state and federal consumer reporting law.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we obtain online.

We may share your information (as required to process your application) with a third party (credit bureaus, public record data provider, online application host, etc.) who are required to protect and safeguard your information by state and federal law.

### We do not sell any of your personal information.

Secure online payment and application processing

Online application(s) and payment(s) submitted online use <https://functionality>. Personal information collected through the online application process is not stored online beyond the time necessary to complete the consumer report requested and authorized by you. Third party website instascreen.net used to process your payment and/or portion(s) of your consumer report are certified by TruSecure, a security-assurance company. This means that they have taken every known precaution to protect you from the loss, misuse, and alteration of the information under our control. Confidential information is encrypted when transmitted to and from our websites and instascreen.net.

## **Links to other websites**

Our website may contain links to other websites of interest. Once you have used these links to leave our website, you should note that our privacy policy does not govern any other websites and therefore we cannot be responsible for the protection or privacy of your information. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Adverse action**

Under Washington State law, if your application is denied the landlord is required to provide you with a written notice of adverse action that states the reason(s) for taking adverse action (RCW 59.18.257). Adverse action can be denial of your application or approval on condition (co-signer required, increased deposit, last month's rent, increased monthly rent).

## **Incorrect information**

If you believe that any information we provided in connection with your consumer report is incorrect or incomplete, please write, fax or email us immediately. We will promptly work with you to verify and if necessary correct any information to be found incorrect.

## **Dispute**

You have the right to dispute the accuracy of the information in the tenant screening report. You have the right to a free copy of your tenant screening report. To dispute the accuracy of your tenant screening report or to request a free copy of your tenant screening report please submit your request in writing with a copy of your photo ID to:

### **LandlordSolutions**

2201 North 30th Street

Tacoma, WA 98403

Office: 253-396-0010 | Fax: 866-877-9688

screening@landlordsolutionsinc.com

### **Changes to our privacy policy**

LandlordSolutions, Inc. may change this policy from time to time by updating this website. Please visit the website regularly to remain informed of any changes made to this policy.