



Bell-Anderson and Associates, LLC Privacy Policy

Our Commitment - We are committed to the protection of all personal information that we collect and store in the course of conducting business.

Why We Collect Your Information - We will collect your personal information for any of the following purposes:

- To identify and communicate with you
- To establish eligibility for tenancy
- To assess creditworthiness
- To process payments
- To enable us to respond to emergency situations
- To ensure the orderly management of rental properties and community associations entrusted to our care
- To comply with all relevant legislation and federal laws

We Will Obtain Your Permission - Except where authorized by law, we will not collect, use or disclose, your personal information unless you have provided us with your consent. We will only request the information that we need for the purposes that we have identified to you. Personal information includes, but is not limited to, phone numbers, addresses, social security numbers, dates of birth, or names.

How We Protect Your Information - We are committed to our responsibility to ensure that your personal information remains secure. With that in mind, we will keep our storage and software policies updated on a regular basis. Access to your personal information will be limited to select employees within our company, Owner/Broker, and legal or credit agencies in the event of non-payment. When information must be provided to others, only the information that is required for the particular task will be given. We will do our best to make sure your information is accurate and up to date. It is very important that you contact us when any changes to your personal information are made.

Your Right of Access to Your Personal Information - You may request access to your personal information by contacting the manager in charge of your account. You also have the right to know:

- The methods by which we collected the information
- The purposes for which we are using the information, and
- To whom the information has been disclosed

Any request that you make should be sufficiently detailed so that we may properly respond to your request. When you make a request we will need to verify your identity, either by photograph or signature.

If you believe that any of the information we have provided is inaccurate, you have the right to request us to review it. If you feel that we have not dealt with your request to your satisfaction, you are free to file a complaint. You can file a complaint with the Owner/Broker and it will be reviewed. If a complaint is justified we will take immediate and appropriate action.

Privacy Inquiries - To request access to your personal information, file a complaint, or have a question regarding our privacy policy, please contact our office in writing or by phone:

Bell-Anderson & Associates, LLC® AMO®, PO BOX 5640, Kent, WA 98064 or 253-852-8195