

Privacy Policy for Applicants and Tenants

Effective Date: June 19, 2025

This Privacy Policy explains how we collect, use, and safeguard your personal information when you apply to lease or reside in one of our managed residential properties.

1. Information We Collect

We collect the following types of information from applicants and tenants, including co-applicants and guarantors:

- Full name, date of birth, and contact information
- Social Security number or Individual Taxpayer Identification Number
- Government-issued identification
- Employment and income information
- Rental history
- Credit reports and scores
- Criminal history background reports
- Emergency contact and vehicle information
- Any other information provided during the application, screening, leasing, or renewal process

2. Purpose of Collection

We collect this information for the purpose of evaluating your application, determining your eligibility to lease a property, complying with applicable laws, managing your lease, and protecting the safety and property of other tenants and the landlord.

3. Disclosure of Information

Your personal information may be shared only as necessary and as permitted by law, including:

- With background check, credit reporting, and screening service providers
- With property owners or their legal representatives
- With service providers engaged for property management functions (e.g., maintenance, utility billing)
- With law enforcement, courts, or governmental agencies as required or permitted by law
- With collection agencies or attorneys for enforcement of lease obligations

We do **not** sell or share your personal information for unrelated marketing purposes.

4. Security of Your Information

We maintain physical, electronic, and procedural safeguards to protect your personal information from unauthorized access, use, or disclosure. Access is limited to employees or agents who need it for legitimate business or legal purposes.

5. Retention of Records

We retain applicant and tenant records as required by federal and Texas law and our internal policies, even after a lease ends. Information is securely disposed of when no longer needed.

6. Your Rights

If your application is denied or adverse action is taken based in whole or in part on information in a consumer report (credit or criminal background), you will receive a notice as required by the **Fair Credit Reporting Act (FCRA)**. You have the right to:

- Obtain a free copy of the report from the reporting agency
- Dispute any inaccurate or incomplete information in the report

7. Texas-Specific Notice

Pursuant to **Texas Property Code § 92.3515**, this Privacy Policy and our Tenant Selection Criteria are provided to all applicants. A signed acknowledgment of receipt may be required with your application.

8. Contact Us

For questions or concerns about this Privacy Policy, please contact:

Doors Management & Leasing

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