



Privacy Policy

This Privacy Policy for FourSite Property Management, LLC (“**FourSite**”, “**We**”, “**Us**”, or “**Our**”), describes how and why we might access, collect, store, use, and/or share (“**process**”) your personal information when you use our services (“**Services**”). FourSite is committed to protecting individual privacy and maintaining the trust of our residents or applicants (“**Residents**”) (collectively, “**you**,” “**your**”). FourSite provides property management, including marketing and leasing, tenant management and communication, accounting, compliance, and utilities management (“**Services**”) and utilizes the Entrata multifamily platform (including Prospect Portal and Resident Portal), for gathering and storing personal information obtained from prospective residents, residents and third-party vendors. This information may be obtained from:

- Visiting our website at www.foursiteliving.com;
- Visiting one of the FourSite managed properties;
- Consumer reports from reporting agencies to which this company subscribes in connection with lease applications, loan applications, or for other reasons that resident or prospective resident may authorize this company to obtain;
- Lease applications from a prospective resident;
- Other real estate related forms the prospective resident completes; and
- Tax reporting forms the resident or prospective resident is required to complete and which are given to this company.

Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information in accordance with our website.

Questions or concerns? Reading this Privacy Notice will help you understand your privacy rights and choices. We are responsible for making decisions about how your personal information is processed. If you do not agree with our policies and practices, please do not use our Services. If you still have any questions or concerns, please contact us at info@foursiteliving.com.

What personal information do we collect?

- **Personal Identifiers**, such as first and last name, email address, account name or login credentials, government-issued identifiers (for example, Social Security number), government-issued identity documents (for example, driver’s license).
- **Records Information**, such as name, contact information, signature, email address, phone number, financial information including financial account number, bank account number, credit/debit card numbers, and employment information.
- **Employment Information**, such as employer name or company affiliation, job title, work email address, and work phone number.



- **Commercial Information**, such as transactions, credentials to online services and platforms, bank account number, credit or debit card numbers, credit information, financial account information, business email, business telephone, account balances, billing information, and records of sales, purchases, and uses.
- **Internet or Network Activity Information**, such as browsing history and interactions with our advertisements.
- **Audio Data**, such as electronic content produced by individuals using our systems including online interactive and voice communications such as through email, phone, or network sessions.
- **Inferences** that are drawn from any of the Personal Information listed above to create a profile about, for example, an individual's preferences, characteristics, or behavior.

Sensitive personal information: some Personal Information we collect is defined under certain laws as "sensitive personal information". Sensitive personal information we collect includes Social Security number, customer account log-in, financial account number, debit card number, and credit card number in combination with any required security or access code, password, or credentials allowing access to an account.

How do we use your information?

Personal Information from Prospective Residents: The personal information that prospective residents provide to this company is primarily used to obtain consumer reports (credit checks). It may also be used to perform background checks and rental history searches. This company also reports information to credit reporting agencies and uses personal information to complete those reports.

Personal Information from Residents: The personal information that residents provide to FourSite is used to manage your account; manage your use of other services on the property (internet, etc); for communication related to the contracted services, lease, property, security, or as otherwise reasonably necessary; to provide you with news, offers and general information about other services, or events; or to manage requests from residents or prospective residents.

We may share your share your personal information in the following circumstances:

- With Service Providers: We may share Your personal information with Service Providers to monitor and analyze the use of our Service, or to contact You.
- For business transfers: We may share or transfer Your personal information in connection with, or during negotiations of, any merger, sale of FourSite assets, financing, or acquisition of all or a portion of Our business to another company.
- With Affiliates: We may share Your information with Our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include Our parent company and any other subsidiaries, joint venture partners or other companies that We control or that are under common control with Us.



- With business partners: We may share Your information with Our business partners to offer You certain products, services or promotions.
- With other users: when You share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside.
- With Your consent: We may disclose Your personal information for any other purpose with Your consent.

Retaining Your Personal Data

We retain Personal Information for the duration of your relationships with us, and where we have an ongoing legitimate business need to do so (for example, to comply with applicable legal, tax or accounting requirements, to enforce our agreements or comply with our legal obligations). Retention periods may be extended if we are required to preserve your personal information because of litigation, investigations and other similar proceedings, or if a longer retention period is required or permitted by applicable law.

Transfer of Your Personal Data

Your information, including Personal Data, is processed at FourSite or Entrata's operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to — and maintained on — computers located outside of Your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from Your jurisdiction.

Your consent to this Privacy Policy followed by Your submission of such information represents Your agreement to that transfer.

FourSite will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of Your data and other personal information.

Delete Your Personal Data

You have the right to delete or request that We assist in deleting the Personal Data that We have collected about You. You may update, amend, or delete Your information at any time by signing in to Your Account, if you have one, and visiting the account settings section that allows you to manage Your personal information. You may also contact Us to request access to, correct, or delete any personal information that You have provided to Us.

Please note, however, that We may need to retain certain information when we have a legal obligation or lawful basis to do so.

Disclosure of Your Personal Data: Business Transactions



If FourSite is involved in a merger, acquisition or asset sale, Your Personal Data may be transferred. We will provide notice before Your Personal Data is transferred and becomes subject to a different Privacy Policy.

Law enforcement

Under certain circumstances, FourSite may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

FourSite may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of FourSite
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

Z4 Internet

From time to time, FourSite may provide resident contact information (address, phone, email) to Z4, the internet service provider on the property. Z4 requires this information in order to notify residents of any maintenance or outages.

Security of Your Personal Data

The security of Your Personal Data is important to Us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, We cannot guarantee its absolute security.

Children's Privacy

We do not knowingly collect Personal Information from children under the age of sixteen without authorization by a holder of parental responsibility. If you believe that we may have collected Personal Information from or about a child under the age of sixteen, please send an email to info@foursiteliving.com with the subject line "Personal Information of a Minor."

Links to Other Websites

Our Service(s) may contain links to other websites that are not operated by Us. If You click on a third party link, You will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site You visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Z4Internet



FourSite managed properties include Internet service provided by Z4Internet. Use of this ISP is governed by a separate Internet Acceptable Use Policy contained in the lease agreement. Any visitor to the property who voluntarily accessed or uses this ISP is subject to Z4's use policies.

Changes to this Privacy Policy

We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page. We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, You can contact us at info@foursiteliving.com.