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## **Client Privacy Statement**

Pine State Property Management must ensure that you fully understand our Privacy Policy and the manner in which your private information may be used in order to fulfil our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, please sign and return it to this office.

As professional property managers, Pine State Property Management collects personal information about you. You can ask to access the information Pine State Property Management holds about you, by contacting the office, in writing, at PO Box 359 Bangor, Maine 04402 or via email at pinestatepropertymanagement@gmail.com

## Collection and disclosure of personal information

As professional property managers, we collect your personal information to for the ongoing management of your property or properties. To carry out this role when managing your property, during the term of your contract and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

**Banks** 

Lawyers, mortgagee or insurers Referees you have nominated

Collection agencies

Organizations or trades people required to carry out maintenance to the premises

Rental bond authorities or rent bond insurance providers

Residential Tenancy Tribunals & courts, or any court or legal arena in general

Mercantile agents

Other real estate agents or real estate managers

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly carry out our duties as professional property managers. Consequently, we then cannot provide you with the services of professional property management. We request that you please sign below to acknowledge that you fully understand Pine State Property Management's Privacy Policy and the manner in which your private information may be used and that you consent to such uses.

Signature	Date