



Larocque Property Management
3795 Gregoire Rd.
Russell, ON, K4R 0H5
Tel: (613) 869-6578
Office@LarocquePM.com

Ref# _____

PRIVACY POLICY

What information do we collect?

Larocque Property Management collects information from you when you submit an application to lease a rental property and/or when you sign and submit a property management agreement for your rental.

When signing an application or agreement, you may be required to enter your name, address, phone number, employment information, reference contact information, social insurance number, average monthly income, and other relevant information required in regards to your application type.

What do we use your information for:

- To personalize and improve your customer service experience
- To confirm contact information and details
- To process transactions
- To determine your eligibility for tenancy

We use your personal information when undertaking our tenant selection and screening process to find the best fit for you and our members. This includes: credit check, proof of income verification and reference review.

- To send periodic emails and/or official legal notices
- We use your preferred contact information in order to advise of services, work orders request, share important information and legal notices or advise of upcoming events and activity in your area.

- To ensure ownership of property or premises

*NOTE: Your information, whether public or private will not be sold, transferred, shared or communicated to any other company or third party without your express consent, other than the required entities or individuals for the purpose of your application or membership such as the credit bureau agencies of Canada.

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How do we protect your information?

Larocque Property Management implements a variety of security measures to maintain the safety of your personal information, including secure online hosting, secure tenant portal and client portal with password protection and encrypted email services and data transfer from LarocquePM in accordance with the Privacy Act of Canada.

*NOTE: We can not control the security of your personal/direct connection and suggest to never send personal information, documents and or data through an unsecured (public) WLAN or LAN internet connection.

Do we disclose any of your personal information?

Larocque Property Management does not sell, trade or otherwise transfer your personally identifiable information to outside parties. This does not include trusted third parties who assist us in the operation and services provided through our company, conduct our business and/or service you directly, so long as those parties agree to keep this information confidential and in accordance with the Privacy Act of Canada. We may also release your information when we believe release is appropriate or warranted by compliance of any law or enforcement agencies of Canada and/or if required and warranted to collect, report and/or submit amount owed to a collection agency for the collection and reporting purposes only, in the event of non-payment of any amount owed after sufficient attempts to contact, collect, advise or notify of the legal responsibility to pay by the means of official legal notice(s) which have been attempted and communicated to the specific individual(s) to no avail and/or response.

Terms and Conditions:

Please review the terms and conditions of the application type, lease agreement or property management agreement that is relevant to your individual participation for further details and information on the use, disclaimer and limitation of liability that may apply to you.



Your Consent:

By signing the application forms, your lease agreement and/or property management agreement, you consent to our privacy policy.

Changes to our Privacy Policy:

If any changes are made to our privacy policy, we will post the amendments on our website at <https://larocquepm.com/our-tenants/> and also provide notification by email to our tenants and landlord members/clients

- This policy was last modified: September 21st, 2021