

EXERCISE YOUR RIGHTS

We take your privacy seriously and provide this form under California law so you can request certain information from BH Management Services, LLC and exercise your privacy rights. Please review the following and we will be in contact within 10 business days of receiving your request.

For information about BH Management Services, LLC's data practices and the general categories of information we collect and share, please visit our [California Privacy Policy Addendum](#). Otherwise, review the following to complete your request:

What type of request are you making (select one)?

- Send the categories of Personal Information you have collected about me in the past 12 months, including the categories of sources of this data, the purpose behind the collection, the categories of third parties to which you have disclosed this data, and the purpose for these disclosures
- Send the specific pieces of Personal Information you have collected about me in the past 12 months
- Delete any non-exempt Personal Information

BH Management Services, LLC generally collects information in connection with leasing apartments to residents to facilitate the operation and security of a community. In order to comply with legal obligations, much of this personal information is exempt from deletion under the CCPA.

Verification

To help maintain security around resident information, we ask that you provide a few pieces of information about yourself. We will only use the information you provide to verify your identity and the Personal Information that is relevant to your request. We will retain a record of your request, but we will not retain the information you provide beyond the period of time necessary to respond to your request. Verification of identity will be completed via phone, email or postal mail correspondence.

Please provide:

- 1) Name:
- 2) Mailing address:
- 3) Telephone number:
- 4) Email address:
- 5) Community:
- 6) Resident or Applicant: R / A
- 7) If Resident
 - a. Unit number:
 - b. Do you still live at this community? Y / N
- 8) Proof of residence in California at the time we collected Personal Information

Authorized Agent

Only you, or a person registered with the California Secretary of State that you have authorized to act on your behalf, may make a verifiable consumer request related to your Personal Information. You may, however, make a verifiable consumer request on behalf of your child.

If using an authorized agent, please submit a notarized authorization allowing the agent to act on your behalf along with proof of registration with the California Secretary of State.

Submitting Your Request

Email to privacy@bhmanagement.com or via mail to:

BH Management

ATTN Privacy

400 Locust St Suite 790

Des Moines, Ia 50309