

**NOTE:** Please print this form, provide complete information, and return to RealPage, Inc.

**MAIL:** RealPage, Inc.  
LeasingDesk Consumer Relations  
4000 International Parkway  
Carrollton, Texas 75007

**FAX:** (800) 866-8736  
**E-MAIL:** consumer.dispute@realpage.com

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**REQUEST FOR DISCLOSURE OF CONSUMER FILE**

**Today's Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Name of Apartment Community at which you applied:** \_\_\_\_\_

**City, State of Apartment Community** \_\_\_\_\_

**Requested Information:** Please note that a report may contain information that some people consider sensitive. In order to ensure that only authorized individuals have access to your report, please provide at least 2 of the following so that RealPage can verify your identity:

- Copy of state-issued identification (e.g., Driver's License)
- Last four digits of your Social Security Number: \_\_\_\_\_
- Date of birth: \_\_\_\_\_
- Last 3 addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If for whatever reason you are unable to provide at least two of the above, then please contact us at 1-866-934-1124, so that we may obtain enough information to verify your identity.

**For New York Residents Only:** LeasingDesk is required to provide a decoded written version of your consumer file or a written copy of the file with an explanation of any code used, without charge, if you so request by checking here .

**Method of Disclosure:**

I request disclosure  by mail to the mailing address listed above,  by e-mail to the e-mail address listed above, or  by telephone to the number listed below (*check only one box*).

- If you request that LeasingDesk redact the first five digits of your social security number when your consumer file is disclosed, check this box .
- If you request disclosure by telephone, please provide a phone number where we can reach you between the hours of 9 am and 4 pm central time, Monday through Friday.

Telephone Number for Disclosure by Telephone: \_\_\_\_\_

If you request disclosure in person, list the date and time when you want to come to the LeasingDesk office to inspect your file. As a courtesy, the date should be at least 14 days after the date that this form is completed. The time must be during LeasingDesk's regular business hours which are 9:00 AM to 5:00 PM, Monday through Friday:

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You are entitled to have one person accompany you to the inspection of your consumer file. State below the full name and residential address of the person who will accompany you to the inspection:

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If you request that the disclosure be made by some other means, please specify below:

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