



## **Consumer Privacy Disclosure**

Date: \_\_\_\_\_

iScribe Closing Services Inc. ("iScribe") is providing this Consumer Privacy Disclosure ("Disclosure") to the Seller and Buyer identified below in connection to the closing services that iScribe will be providing in connection with an agreement for the purchase and sale of a manufactured home identified below ("Contract").

Buyer(s) Name(s): \_\_\_\_\_

Seller(s) Name(s): \_\_\_\_\_

Date of Contract: \_\_\_\_\_

### **Overview**

This Disclosure is being provided to you in regards to certain nonpublic personal information ("NPI") that you will be providing to iScribe in connection with the closing services that are to provided for the Contract.

### **Types of Information We Collect**

NPI includes any personally identifiable financial information that iScribe collects about an individual in connection with providing these closing services, which may include, without limitation, your name, address, Social Security number, account numbers, or other information on an application or other closing documents.

### **What We Do with that Information**

iScribe will use any NPI that you provide only for purposes of facilitating the closing of the Contract and for obtaining necessary approvals associated with the closing. iScribe will not share your NPI with any non-affiliated third parties without your permission. Examples of what we may use your NPI for include performing credit checks, searching for any liens or encumbrances that have been filed against the manufactured home being sold, facilitating transfers of utilities accounts, sending and receiving account transfers related to escrow deposits for closings, and applying for residency in the park where the manufactured home is located (which may include background checks). iScribe will use commercially reasonable practices to safeguard the privacy and security of the NPI you provide to us, including limiting access to information to only employees who need to use the NPI for the purposes described above, storing paper files stored in a secure location, storing electronic files on password protected computers with up-to-date security software, and working with trusted affiliate companies for any searches such as credit checks. If you have any questions about our use of NPI or would like to receive additional information about any of the topics discussed in this Disclosure, you can contact iScribe at 303-301-9922 or by email at Info@iScribeclosing.com.

Signature of Receiving Party: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Receiving Party: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_