

**MANAGEMENT ENTERPRISES COMPANY  
PRIVACY PROTECTION ACT LETTER**

As provided by the Virginia Privacy Protection Act of 1976, anyone who is requested to provide personal information about himself must be informed whether he is legally required to provide such information, or whether he may refuse to supply the information requested. As an applicant for housing at Birchwood Apartments, you are requested to provide certain financial information. The information requested will be used to determine an adjusted annual income that you and your family receive from all income sources.

Although you are not legally required to provide the information requested, your failure to do so will result in our inability to determine your eligibility for housing in this development. It is possible that information provided by you will be revealed to others for the purpose of confirmation or for other purposes in accordance with the Virginia Freedom of Information Act, but any information so supplied is subject to the safeguards of the Virginia Privacy Protection Act.

Received (Date)\_\_\_\_\_

By:\_\_\_\_\_

Signature

\_\_\_\_\_  
Print Name