

PRODUCT SPECIFICATIONS FOR LEASINGDESK SCREENING

UPDATED: March 5, 2020

These Product Specifications describe the current functionality and certain dependencies of the above-referenced product center (the “Product Center”). Access to and use of the Product Center is governed by an underlying agreement and, as applicable, addendum (collectively, the “Agreement”) with RealPage, Inc. and, as applicable, its affiliates (collectively referred to herein as the “Provider” “we” or “us”). Capitalized terms used in these Product Specifications have the meanings provided in the Agreement unless otherwise defined herein.

Subject to the terms of the Agreement, these Product Specifications may be modified at any time. If we modify these Product Specifications, we will post the updated version at <http://www.specifications.controls.realpage.com> and update the “Updated” date above. We recommend that you review these Product Specifications periodically for any changes. Your continued access to or use of the Product Center will constitute your acceptance of the updated Product Specifications.

1. AUTHORIZED USERS AND PASSWORD

Provider will provide the licensee under the Agreement (“Licensee”) with a user name and password permitting Authorized Users to access the Product Center. Licensee is responsible for the protection and dissemination of such user name and password and for any activities or actions occurring under Licensee’s account or log-in credentials—including, without limitation, for any losses or damages resulting from the loss, theft or misuse of or failure to protect any such user name or password. Licensee will permit only Authorized Users to access the Product Center, will ensure that all Authorized Users comply with the terms and conditions set forth in the Agreement and herein, and will not permit any person that ceases to be an Authorized User to continue to use a user name or password.

2. OVERVIEW OF LEASINGDESK SCREENING

LEASINGDESK SCREENING provides customers with a customizable web-based decision tool that provides management with a centralized and standardized way to analyze and manage leasing application activity at all sites.

Note: The LEASINGDESK SCREENING Product Center was not designed to store electronic protected health information, as defined by Section 160.103 of the HIPAA Regulations, 45 CFR Parts 160, under the Health Information Portability and Accountability Act Omnibus Final Rule released on January 17, 2013. Users should not use any feature of the LEASINGDESK SCREENING Product Center to upload or to store any electronic protected health information.

3. DETAILED SPECIFICATIONS FOR LEASINGDESK SCREENING

This section outlines the major capabilities of LEASINGDESK SCREENING:

3.1. Standard Product Features

- a. Allows Site Owners to customize their product options based on their unique needs:



- (i) A flexible scoring model that combines credit, eviction, rental history, and other factors into one overall result. Settings are controlled by the client and can be adapted to each property. Results typically return in less than 30 seconds.
- (ii) Availability of scorecard to handle multiple applicant types, including, but not limited to, Guarantors/Cosigners, Affordable, Student, Criminal Only, and No Social Security Number.
- (iii) Advanced scoring model logic that gives clients the opportunity to filter out credit over time or by type such as rental collections, bankruptcies, and utility collections.
- (iv) An intuitive user interface that can be defined to minimize the required applicant data entry fields.
- (v) RealPage Rental History – LeasingDesk Screening offers a robust database of actual rental payment history records that includes positive and negative data such as on-time payments, proper notice, late fees, and collections.
- (vi) Eviction database that includes landlord-tenant case records from courts nationwide.
- (vii) Criminal history searches using a comprehensive national criminal database. LEASINGDESK SCREENING automatically searches its entire criminal and sex offender registry databases based on the applicant-provided address and Site address, as well as the address information returned by the credit bureaus. This “follow me” logic only searches jurisdictions available within the RealPage criminal database and does not include searches of manual or premium criminal jurisdictions unless those criminal search features are enabled.
- (viii) A user-definable tab that allows users to view a snapshot of the daily activities for their Sites.
- (ix) Searches against thousands of terrorist and most wanted fugitive names, aliases, and dates of birth from several federal agency databases (e.g., OFAC).
- (x) Integration with OneSite Leasing & Rents and Online Leasing provides a single database, password, user interface, and support resources.

3.2. Optional Premium Features (Additional Fees will apply):

- a. Additional add-on options permit Site Owners to further customize product options based on their unique needs:
 - (i) AI Score - An artificial intelligence (AI)-based scoring algorithm that utilizes machine-learning, statistical techniques, and behavioral data to predict the financial health of an applicant as a prospective tenant.
 - (ii) Criminal Premium Search – North Carolina AOC (Administrative Office of the Courts). This feature is a near-instant out-of-network search for court records in North Carolina (NC AOC Premium Criminal).
 - (iii) Premium Criminal – Colorado. This feature is a near-instant out-of-network search for court records in Colorado (CoCourts).
 - (iv) Out of Network manual criminal searches. This feature automatically searches for criminal records in areas outside of the RealPage instant criminal database when addresses in those areas are reported by the applicant or credit bureau. Results may be delayed up to several days.
 - (v) Criminal Classification. This premium feature automatically sorts various criminal offenses into 34 categories (such as violent crimes, sexual-related crimes, etc.). Clients

use settings to establish the categories of crimes that are acceptable and unacceptable within specified time periods.

- (vi) Criminal Recertification. This feature requires a criminal-only screen to be run on each Site resident annually.
- (vii) National Sex Offender Search. This feature completes a search of the national sex offender registry. The national search does not apply the “follow-me” logic to the search and returns all records regardless of where the applicant previously resided or currently resides.
- (viii) Credit Optimizer. This feature manages marginal credit risks in a yield-neutral manner when seasonal occupancy rates are below expectations.
- (ix) Adverse Action Letter Print and Mail Service. This feature will print and mail adverse action and approval letters on behalf of clients.
- (x) Business Credit Reports. This feature provides a credit report, scored according to client-specified criteria, on any business that is applying for a lease.
- (xi) Identity Verification. This feature evaluates the level of risk that an applicant is misrepresenting his or her identity before a screen is processed.

3.3. Reporting Capabilities

- a. Access a suite of reports that offer a variety of information, available at both the property and portfolio level.
 - (i) Automated report subscriptions are available via email for most reports.

4. CALIFORNIA CONSUMER PRIVACY ACT OF 2018 (“CCPA”) DATA PROCESSING STATEMENT

This CCPA Data Processing Statement applies to “Personal Information” of a “Consumer” as those terms are defined under the CCPA (referred to hereafter as “Personal Data”) that RealPage processes in the course of providing services under the Product Center (“Services”) governed by the Agreement to Customer.

RealPage understands the terms in this CCPA Data Processing Statement and agrees to comply with them. The terms of this CCPA Data Processing Statement will prevail in connection with the purpose and scope of this CCPA Data Processing Statement over any conflicting terms in the Agreement.

- 4.1. Customer’s Role. The Customer is a for profit entity that determines the purpose and means of processing Personal Data. Customer will provide Personal Data to RealPage solely for the purpose of RealPage performing the Services.
- 4.2. RealPage’s Role. RealPage shall provide the Services and process any Personal Data in accordance with the Agreement. RealPage may not retain, use, or disclose Personal Data for any other purpose other than for providing the Services and in performance of the Agreement.
- 4.3. Data Processing, Transfers, and Sales. RealPage will process Personal Data only as necessary to perform the Services, and will not, under any circumstances, collect, use, retain, access, share, transfer, or otherwise process Personal Data for any purpose not related to providing such Services. RealPage will refrain from taking any action that would cause any transfers of Personal Data to or from RealPage to qualify as “selling personal information” as that term is defined under the CCPA.
- 4.4. Sub-Service Providers. Notwithstanding the restrictions in Section 2.3, Customer agrees that RealPage may engage other Service Providers (as defined under the CCPA), to assist in providing the Services to Customer (“Sub-Service Providers”). RealPage carries out appropriate due diligence on each Sub-Service Provider and the arrangement between RealPage and each Sub-

- Service Provider is governed by a written contract which includes terms substantially equivalent to those set out in this CCPA Data Processing Statement.
- 4.5. Security. RealPage will use commercially reasonable security procedures that are reasonably designed to maintain an industry-standard level of security, prevent unauthorized access to and/or disclosure of Personal Data.
 - 4.6. Retention. RealPage will retain Personal Data in accordance with Customer instructions, the terms of the Agreement, or any applicable law(s), whichever requirement is controlling under the circumstances. At the termination of this CCPA Data Processing Statement, or upon Customer's written request, RealPage will either destroy or return Personal Data to the Customer, unless legal obligations require storage of the Personal Data.
 - 4.7. Assistance with Consumers' Rights Requests. If RealPage, directly or indirectly, receives a request submitted by a Consumer to exercise a right it has under the CCPA in relation to that Consumer's Personal Data, it will provide a copy of the request to the Customer. The Customer will be responsible for handling and communicating with Consumers in relation to such requests.
 - 4.8. Enforceability. Any provision of this CCPA Data Processing Statement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof. The parties will attempt to agree upon a valid and enforceable provision that is a reasonable substitute and shall then incorporate such substitute provision into this CCPA Data Processing Statement.