



## PRIVACY RIGHTS REQUEST FORM

**Capital Square Realty Advisors, LLC ("CSRA")** respects individual privacy rights and provides individuals with a process for submitting requests regarding their personal information. Use this form to exercise an applicable privacy right or request information regarding the collection, use, disclosure, or retention of your personal information.

**Verification:** We will take reasonable steps to verify your identity before processing your request. Additional information may be required for requests involving sensitive personal information. If we cannot verify your identity, we may be unable to process your request.

**Important:** Submission of this form does not guarantee that CSRA will fulfill the request. Requests are subject to applicable privacy laws, identity verification requirements, legal obligations, contractual requirements, applicable exceptions, and other limitations.

### 1. REQUESTOR INFORMATION

**Full Legal Name:**

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**Email Address:**

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**Telephone Number:**

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

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**Preferred Method of Communication:** ☐ Email ☐ Telephone ☐ Mail

### 2. PRIVACY RIGHT BEING REQUESTED

- ☐ **Right to Know/Access** — Request confirmation of whether CSL collects or maintains personal information about you and, where required by applicable law, access to or a copy of that information.
- ☐ **Right to Correct** — Request correction of inaccurate or incomplete personal information maintained by CSL.
- ☐ **Right to Delete** — Request deletion of personal information maintained by CSL, subject to applicable legal requirements and exceptions.
- ☐ **Right to Data Portability** — Request personal information in a portable format, where required by applicable law.
- ☐ **Right to Opt Out** — Request to opt out of the sale or sharing of personal information, targeted advertising, profiling, or other processing activities where applicable under law.
- ☐ **Right to Limit Certain Processing** — Request limitation of certain processing of sensitive personal information or other processing activities where applicable under law.



☐ **Right to Non-Discrimination** — Request information regarding rights available under applicable privacy laws, including protections against unlawful discrimination for exercising applicable privacy rights.

☐ **Other Privacy Request** — Please describe below.

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### 3. REQUEST DETAILS

Please provide sufficient information for CSRA to understand and process your request. Identify the personal information, account, transaction, service, community, or other interaction to which your request relates.

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**If requesting correction:** Identify the information you believe is inaccurate or incomplete and provide the requested correction.

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**If requesting deletion:** Please identify the personal information or categories of information you are requesting CSRA delete.

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**If requesting access or portability:** Please identify the information or categories of information you are requesting.

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### 4. AUTHORIZED REPRESENTATIVE

Are you submitting this request on behalf of another individual? ☐ No ☐ Yes

Investor/Individual Name:

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Authorized Agent Name:

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**Agent Email Address:**

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**Agent Telephone Number:**

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**Relationship/Authority:**

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CSRA may require documentation demonstrating that the authorized agent has permission to submit the request on the individual's behalf. Additional verification may also be required.

**Authorization Documentation Attached:** ☐ Yes ☐ No

## 5. IDENTITY VERIFICATION

CSL may request information reasonably necessary to verify your identity before processing your request. Verification requirements may vary depending on the nature and sensitivity of the request.

**Information provided for verification:**

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## 6. REQUESTOR CERTIFICATION

I certify that the information provided in this form is accurate and complete to the best of my knowledge. I understand that CSRA may request additional information to verify my identity, confirm my authority to submit this request, clarify the scope of my request, or locate the applicable personal information.

I understand that CSL's response may be subject to applicable legal requirements, exceptions, exemptions, retention obligations, contractual requirements, security considerations, or other lawful limitations.

**Requestor Name:**

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**Signature:**

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**Date:**

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## 7. SUBMISSION

Submit the completed form using the privacy request contact method identified in CSL's applicable Privacy Notice.

**Privacy Request Contact:**

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**Email:**

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

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**FOR CSRA INTERNAL USE ONLY**

**Internal Note – Verification Procedure**

Verification requirements should be established in a documented internal procedure and applied consistently based on the type and sensitivity of the request.

**Request Tracking Number:**

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**Date Received:**

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**Received By:**

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**Request Type:**

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**Applicable Privacy Law/Jurisdiction:**

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**Response Deadline:**

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**Extension Notice Date:**

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**Request Assigned To:**

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**Identity Verification Status:** ☐ Verified ☐ Verification Pending ☐ Verification Failed ☐ Not Required

**Authorized Agent Verification:** ☐ Verified ☐ Not Applicable ☐ Pending ☐ Not Verified

**Extension Applicable:** ☐ Yes ☐ No

**Records/Systems Reviewed:**

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**Third Parties/Service Providers Consulted, if applicable:**

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**REQUEST DETERMINATION**

☐ Fulfilled in Full ☐ Fulfilled in Part ☐ Denied — Legal Exception

☐ Denied — Identity Could Not Be Verified ☐ Denied — Request Not Applicable

☐ Additional Information Required ☐ Other: \_\_\_\_\_

**Reason for Denial or Partial Fulfillment, if applicable:**

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**Date Response Sent:**

**Response Method:** ☐ Email ☐ Telephone ☐ Mail

**Appeal Rights Provided, if Applicable:** ☐ Yes ☐ No ☐ Not Applicable

**Appeal Deadline, if Applicable:**

**Additional Notes:** \_\_\_\_\_