



Rental Requirements for all properties

- Completed Application for all intended residents age 18 and older.
 - Each applicant must have a valid Social Security number.
- Credit score of 600 or higher
- 3X monthly income of rent
 - Proof of income (e.g. recent pay stubs.) Two month pay stub OR Offer Letter OR Leave and Earning Statement for Military OR most recent tax return for Self-Employed individuals
 - We cannot accept child support or bank statements as proof of income.
- Pass criminal background check (conducted through completed application)
- Other considerations:
 - Rental / Eviction / Bankruptcy History
 - Landlord Reference and/or Commanding Officer Letter Of Reference

Rental Process

- **View** property
- Submit completed **Application** with required attachments

If Application(s) approved:

- Place **Non-Refundable Holding Fee** to remove the property from the market
 - Per Fair Housing Standards, the property will be “held” for the first applicant who has been approved and submits a Holding Fee.
 - Receipt of the Holding Fee removes the property from marketing and makes it unavailable for further viewings, applications, etc from other interested parties.
 - Receipt of the HOLDING FEE secures the property for up to 14 days. OR for properties that are currently occupied when Non-Refundable HOLDING FEE is received, the HOLDING FEE secures the property for up to 14 days from the date of vacancy or availability of said property.
 - **Holding Fee must be paid in Certified Funds** (Cashier's Check or Money Order)
 - **DISCIPLE PROPERTY MANAGEMENT STRONGLY RECOMMENDS AGAINST SUBMITTING A NON-REFUNDABLE HOLDING FEE FOR A PROPERTY YOU HAVE NOT VIEWED IN PERSON.** Expectations vary, and our desire is for you to be happy and have no regrets with your rental home.
 - **Please CAREFULLY read the Application regarding the Holding Fee.** The Holding Fee is Non-refundable and forfeited if a lease is not entered for any reason. Details in Application.
- Sign **Lease**
- Sign **Move In Inspection**
- **Pay** any **\$50 Rekey Fee, Pet Fees, etc, or pro-rated monthly charges** (at or by Key Pick-up)
- **Pick up Keys**

Important Notices

- **Disciple Property Management requires Tenants to provide pest control with Preferred Pest Control for all of its residences***. The monthly charge for said pest control will be billed to Tenant by Disciple Property Management in addition to your rent. Indoor treatment is required.
- **Photos on advertisements may not be current.** Disciple Property Management encourages you to view properties BEFORE you place a Non-Refundable Holding Fee.
- When viewing a property, please be aware that Disciple Property Management **cannot guarantee non-essential repairs or enhancements** to a property. Again, please view the property and have clear understanding of the process BEFORE you place a Non-Refundable Holding Fee.

*Pest control provider and terms for properties in Macon may vary.