



Pay in Cash Off-Site

Disciple Property Management HIGHLY recommends use of the Online Tenant Portal. For those who choose not to pay with the portal or who are required to pay in Certified Funds, paying in cash at an off site location is an option for you.

To pay in cash offsite, please follow these steps:

1. Email kelly@disciplepm.com and **request a Cash Payslip**. During normal business hours, this slip will be emailed to you to print and take with you to your payment location.
2. Go to www.paynearme.com/locations to find locations where cash payments can be processed for your monthly charges.
 - Enter The “**Biller Name**” requested on website will be **Disciple Real Estate**.
 - Next enter your city / state / country where you want to pay & press the spyglass icon search button. (Ex. Savannah, GA, USA)

There is a \$3.99 per transaction fee to be paid at the site.*

Cash cannot be accepted in the office.

Beginning 10/01/19 payment of checks or money orders in office or drop box require an additional

\$10 Paper Payment Admin Fee