



Disciple Property Management highly encourages the use of your Online Portal.

Why do we encourage this?

Paper transactions require separate trips to the bank and multiple steps of manual accounting. This requires manpower and time. Online transactions post to your account and are deposited automatically. Online payments saves everyone time, and is efficient.

For anyone required to pay in certified funds
Or who prefer not pay through the Tenant Portal

Option 1 - Pay in Cash Offsite

- Email Info@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.
- Go to www.paynearme.com/locations to find locations where cash payments can be processed for your monthly charges. The "biller" requested on the website will be Disciple Real Estate.
- There is a \$3.99* per transaction fee to be paid at the site.
- Payslips can be reused over and over, or easily re-sent if requested.

Option 2 - Pay in Office or through the Drop Box

- Dropbox is available 24/7, located to the right of our office doors.
 - Office location: 11258 Ford Ave, Suite 3, Richmond Hill, GA 31324.
 - If you are not required to provide certified funds, we highly encourage providing payment online, through your Tenant Portal.
 - Cash is not accepted.
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