



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 625 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

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 10 days. OR for properties that are currently occupied when Non-Refundable HOLDING FEE is received, the HOLDING FEE secures the property for up to 10 days from the date of vacancy or availability of said property (rounded to following business day if the 10th day falls on a weekend or holiday.)
 - **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.