

Payment Onboarding for Tenants

As part of your transition to our property management software, Kolmeo, you need to agree to the Kolmeo Connect User Terms of Use as well as the Assembly End User Agreement. If you choose to pay invoices and other expenses by direct debit, you must also agree to the Assembly Direct Debit Request Service Agreement.

Your payment details will be recorded for:

| | | | | |
|-------------------------|-----------|-------------|--|--------------|
| Property address | | | | |
| Current rent is | \$ | on a | | basis |

All payments on Kolmeo are powered by Assembly Payments. Your payment information will be securely stored with Assembly Payments.

Payment via direct debit* is free, payment via BPAY incurs a transaction fee of \$0.88 each time a payment is made.

By signing this form, you;

- accept the [Kolmeo Terms & Conditions](#);
- have understood and agreed to the terms and conditions and indicated your payment preferences. This forms part of the Tenancy Agreement for your property and remains in force in accordance with the terms and period described in that agreement. Any amount due will be debited from your account on the rent due date specified in the Tenancy Agreement. You acknowledge that the amounts to be debited will vary as rent and other charges under the Tenancy Agreement are legally varied;
- confirm that the bank account details provided are correct and that you are the account holder able to operate this nominated account as a sole signatory. You understand that by proceeding now you will have been deemed to have signed a Direct Debit Request Service Agreement, and I agree to the [Assembly Terms and Conditions](#) of the Direct Debit Request Service Agreement.

Your Details

| Tenant 1 | | | | |
|---|--|-------------------------------------|--|----------|
| Given Name | | Surname | | |
| Title | | Date of birth | | |
| Company name (optional) | | ABN | | |
| Email | | | | |
| Mobile phone | | Percentage of rent (of 100%) | | % |
| Emergency contact | | | | |
| Relationship | | Contact number | | |
| Payment via Direct Debit (free) or BPAY (\$0.88) | | | | |
| Financial Institution | | BSB | | |
| Name on account | | Account Details | | |
| Signature | | Date | | |

See next page for additional tenant details



| | |
|------------------|--|
| Property address | |
|------------------|--|

| | | | | |
|--|------------------------------|-----------------|-----|--|
| Tenant 2 | | | | |
| Given Name | | Surname | | |
| Title | Date of birth | | | |
| Company name (optional) | | | ABN | |
| Email | | | | |
| Mobile phone | Percentage of rent (of 100%) | | % | |
| Emergency contact | | | | |
| Relationship | Contact number | | | |
| Payment via Direct Debit (free) or BPAY (\$0.88) | | | | |
| Financial Institution | | | BSB | |
| Name on account | | Account Details | | |
| Signature | Date | | | |

| | | | | |
|--|------------------------------|-----------------|-----|--|
| Tenant 3 | | | | |
| Given Name | | Surname | | |
| Title | Date of birth | | | |
| Company name (optional) | | | ABN | |
| Email | | | | |
| Mobile phone | Percentage of rent (of 100%) | | % | |
| Emergency contact | | | | |
| Relationship | Contact number | | | |
| Payment via Direct Debit (free) or BPAY (\$0.88) | | | | |
| Financial Institution | | | BSB | |
| Name on account | | Account Details | | |
| Signature | Date | | | |

| | | | | |
|--|------------------------------|-----------------|-----|--|
| Tenant 4 | | | | |
| Given Name | | Surname | | |
| Title | Date of birth | | | |
| Company name (optional) | | | ABN | |
| Email | | | | |
| Mobile phone | Percentage of rent (of 100%) | | % | |
| Emergency contact | | | | |
| Relationship | Contact number | | | |
| Payment via Direct Debit (free) or BPAY (\$0.88) | | | | |
| Financial Institution | | | BSB | |
| Name on account | | Account Details | | |
| Signature | Date | | | |