

# QUEST APARTMENT HOTELS

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# FRANCHISE APPLICATION

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Applicant name

**NB:** It is advisable that all applicants periodically save this form to avoid losing any information.

# FRANCHISE APPLICATION

Quest Apartment Hotels (NZ) LTD.

## Confidential expression of interest

This document is not a contract and does not obligate either party in any way. You are requested to fill out this form in complete details so that we can better evaluate your interest. The information provided is held in confidence in accordance with the Privacy Policy referred to on the last page of this application.

**Note: Please attach a resume for each person involved in the application.**

## SECTION 1 - PERSONAL INFORMATION

Title  Surname  Given name(s)

Date of birth  Email

Mobile  Telephone (home)  Drivers license number

### Current residential address

Street number and name  Town/suburb  City  Postcode

How long have you lived at this address?  Do you own the property you live in?  
Yes  No

### Previous residential address (if lived at current address for less than 5 years)

Street number and name  Town/suburb  City  Postcode

### Family

Marital status  Full name of spouse/partner  Occupation of spouse/partner

Number of children  Ages of children  Number of other dependants

### Employment

Are you a citizen of New Zealand? Yes  No

### Immigration

Are you authorised by Immigration New Zealand to operate your own business? Yes  No

If yes please provide evidence of this.

If you are not authorised are you in the process of applying for such authorisation? Yes  No

Have you ever worked for Quest Apartment Hotels? If yes, where and what role?  Please name your last direct manager there

Yes  No

**Health**

Please rate your level of physical fitness

Poor  Good  Excellent 

Do you have any condition(s) that could potentially impact upon your ability to successfully undertake the responsibilities of a franchisee? If yes, please give details

Yes  No 


Are you physically capable of working extended working hours on a day to day basis in order to successfully operate a Quest Franchise Business? If no, please give details

Yes  No 

**Language skills**

Rate your ability to read and write in English

Poor  Good  Excellent 

Rate your ability to speak clearly in English

Poor  Good  Excellent Is English your first language? Yes  No If English is not your first language have you completed secondary school or tertiary education in New Zealand? Yes  No If no, please confirm that you have completed IELTS to level 7? Yes  No **Computer literacy**

Rate your ability to use computers

Beginner  Intermediate  Advanced 

Describe your level of computer literacy and your typical daily interaction with a computer

**SECTION 2 - QUEST FRANCHISE OPPORTUNITY**

Where did you hear about the Quest franchise opportunity? Please tick the appropriate boxes

 Google SEEK commercial Quest website Franchise business Advertising FCA Referral Quest property Quest employee (if so, who?) Other (if other, please provide details)


What are your preferred franchise locations?

Please provide the reason for your choice

1.
2.
3.
4.
5.

1.
2.
3.
4.
5.

Are you willing to relocate to any location within New Zealand if the opportunity presents

Yes  No

What is your ideal timeframe to own a Quest franchise? Please tick one box

- Immediate       12 months  
 3 months       1 year plus  
 6 months

What are your reasons for pursuing a Quest Franchise? Please number all boxes in order of importance from 1 - 6

- Personal career challenge       Opportunity to work with family  
 Control and independence       Desire to grow personal wealth  
 Security and stability       Opportunity for flexible time management

What is your anticipated or expected length of time you expect to own a Quest franchise? (We understand this may change over time)

### **SECTION 3 - QUALIFICATION, SKILLS AND TRAINING**

What is your highest level of qualification attained? (eg NCEA, Bursary, diploma, degree master etc)

What was the qualification obtained?

List academic/trade/other qualifications attained?

Describe any other relevant qualification or training

### **SECTION 4 - CURRENT SELF EMPLOYMENT**

#### **Self employment**

Are you currently self employed?

Yes  No  If no please go to section 5

Number of years you have owned the business?

Type of business

Did you establish this business or purchase this business?

Established  Purchased

Name of business

Occupation/position

Current salary

Benefits

Estimated gross turnover this year NZD  Estimated profit this year NZD

**Business address**

Building name/business park  Level, street number and name

Town/suburb  City  Postcode

Please go to section 6

**SECTION 5 - CURRENT EMPLOYMENT**

If you are currently self employed, please go to section 6

Name of current employer  Occupation/position

Length of time with the employer

Current salary  Benefits

**Employer address**

Building name/business park  Level, street number and name

Town/suburb  City  Postcode

Please provide current contact person at place of employment?  Can we contact your employer in regards to this application? Yes  No

Current employee website

**SECTION 6 - EMPLOYMENT/SELF EMPLOYMENT HISTORY**

Please list your business experience over the past ten years

Dates	No. years	Employer name and address	Occupation/position	Reasons for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## SECTION 7 - BUSINESS SKILLS/EXPERIENCE, APPROACH AND MOTIVATION

Are you prepared to follow the Quest Business Format System?

Yes  No

What is your reason for wanting to go into business? Please explain why you have chosen a Quest Franchise?

Please rate your business experience in the following areas?

Years of experience in this area

Business to business sales	Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>	
Financial management	Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>	
People management	Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>	
Networking	Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>	
Customer service	Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>	

Are there any areas in which you feel may require assistance or training?

What do you believe to be your strengths that you would bring to the Quest network and business?

What do you believe to be your weaknesses in running a Quest business?

What are you 3 key achievements in your career/business?

Are you prepared to be personally committed to this business, to work hard to achieve your business goals?

What motivates you for success in your career/business?

What do you consider to be the most important characteristics of a good business owner or manager?

What do you consider the key factors for excellent customer service?

To what extent have you been involved in sales during your career/business life?

Why do you believe Quest should grant you the rights to purchase a franchise?

What experience do you have leading teams?

Have you explored any other franchise opportunities? What is your assessment of them?

Why is it important to build relationships? Provide examples of your ability to build relationships.

## SECTION 8 - RELATIONSHIPS

Do you anticipate your spouse/partner being involved in the business?

Yes  No

To the best of your knowledge, are you related to any director or employee of Quest Apartment Hotels or any of its associated companies, subsidiaries or advisors? If yes, please provide their contact details.

Yes  No

Title	Surname	Given name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Email	
<input type="text"/>	<input type="text"/>	

## SECTION 9 - REFEREES

Please list 2 referees (eg employer, client, colleague, supplier etc)

### Referee 1

Name	Relationship
<input type="text"/>	<input type="text"/>
Telephone	Email
<input type="text"/>	<input type="text"/>

### Current residential address

Street number and name	Town/suburb	City	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Referee 2

Name	Relationship
<input type="text"/>	<input type="text"/>
Telephone	Email
<input type="text"/>	<input type="text"/>

### Current residential address

Street number and name	Town/suburb	City	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## SECTION 10 - ADVISORS

Please list any persons you will be relying on for advice about the Quest franchise (eg accountant, solicitor, financial advisor etc)

### Advisors

Legal Advisor:	Name:
Phone:	Email:
Financial Advisor:	Name:
Phone:	Email:
Accountant:	Name:
Phone:	Email:



## SECTION 11 - FINANCIAL POSITION

Please indicate your current financial position (Note: if you progress through the Quest franchise selection process you will be required to show proof of your income, assets and liabilities)

Assets (at current market value)	Liabilities
Current bank balance .....	Bank overdraft* .....
Value of house if owned .....	House mortgage/es* .....
Other property owned .....	Other loans* .....
Investment shares .....	Hire purchase* .....
Business assets .....	Other creditors .....
OTHER ASSETS	CREDIT CARDS*
Description: .....	Credit card type: .....
Description: .....	Credit card type: .....
Description: .....	Credit card type: .....
Description: .....	Credit card type: .....
Description: .....	Credit card type: .....
<b>Total Assets (A)</b> .....	<b>Total Liabilities (B)</b> .....
Total Equity	<b>Balance (A minus B)</b> .....

Please provide details of your current assets.

Asset name	Type of valuation (market, bank, or personal)	Asset value	Debt amount against asset	Equity amount in asset	If there is a loan against asset, what are the current monthly repayments?	What is the monthly income generated by the asset?	Do you intend to sell this asset to buy your franchise?

If you have assets held in trusts please clarify.

Have you given any personal guarantees for loans or other credit facilities? If so, provide details

Do you plan to have a financial partner? If yes, will he/she be active?

Yes  No

Yes  No

If yes, how will they contribute?

## SECTION 11 - BUSINESS DETAILS

Will you apply on behalf of a company, trust or partnership?

Yes  No  If no, please go to section 12

If yes, please select an option

Company  Trust  Partnership

### Business name

### Registered office address

Building name/business park

Level, street number and name



Town/suburb

City

Postcode




Director(s)

Secretary(s)

Shareholder(s)

### Trust details

Trust type

Trust name



If business is a trust, please provide beneficiaries.

## SECTION 12 - LEGAL POSITION

Are you a declared or undeclared bankrupt?

Yes  No  If yes, please provide date.

Is any legal action current, pending or historical against you or any company associated with you? If yes, please provide reasons.

Yes  No

## SECTION 13 - DECLARATION OF UNDERSTANDING AND DISCLOSURE

I/We understand that in signing this form I am/we are not legally obligated to purchase a Quest Franchise, and that all information supplied by me/us is confidential for the purpose of assessing our desirability and qualifications as Applicant(s).

I/We further understand that this Application Form collects personal information about me and that the intended recipients of this information are Quest Apartment Hotels (NZ) Ltd and its agents and representing.

I/We certify that all of the information given in this application and questionnaire is true, correct and complete.

In order for Quest Apartment Hotels (NZ) Limited ("Quest") to determine my/our suitability and eligibility to become a Quest Franchisee. I/We authorise and direct:

1. Any personal referees I/we have referred to in my/our application or any other person (including current and previous employers and any professional body) Quest considers appropriate to provide Quest with any information it requires; and
2. Any credit/debit agency to provide Quest with any information it reasonably regards necessary about my/our credit history from any credit/debit collection agency and or from any other person Quest considers appropriate.

I/We understand that if Quest is not able to access the information referred to above that it may not be able to determine my/our suitability and eligibility for purchasing a Quest Franchise and accordingly this may affect Quest's decision whether or not to enter into a Quest Franchise Agreement with me/us.

I/We also understand that I/we have certain rights or access and correction of my/our personal information under the Privacy Act 1993.

I/We understand that referees and previous employers may be contacted. Quest will not contact your current employer without my/our specific prior approval. If I/we do not become a Quest Franchisee this information is to be destroyed or returned to me/us at my/our request.

Any personal information collected about you will be held at Quest Head office Level 4, Como Street, Takapuna, Auckland.

If you would like a copy of our Privacy Policy relating to Franchisees please write to the Quest Apartment Hotels (NZ) Ltd, PO Box 33-138 Takapuna, Auckland, New Zealand 0740

**SECTION 13 - DECLARATION OF UNDERSTANDING AND DISCLOSURE CONT.**

Applicant/Director	<input type="text"/>	Date	<input type="text"/>
Applicant/Director	<input type="text"/>	Date	<input type="text"/>
Applicant/Director	<input type="text"/>	Date	<input type="text"/>
Signed for and on behalf of the Applicant Company :		<input type="text"/>	
Director:	<input type="text"/>		
Witness signature:	<input type="text"/>		
Witness occupation:	<input type="text"/>		
Witness address:	<input type="text"/>		

## SECTION 14 - CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This AGREEMENT is made on the  day of  20

BY AND BETWEEN

(Hereinafter called Recipient)

of (Address) of the first part

AND IN FAVOUR OF:

Quest Apartment Hotels (NZ) Ltd and its associated entities (hereinafter called QNZ).

WHEREAS:

- A. In return for QNZ providing to Recipient Confidential Information (hereinafter described), Recipient agrees to enter into this Deed and be subject to its terms and conditions.
- B. Recipient has or may hereafter have possession of and/or access to Confidential Information, disclosure and/or misuse of which may cause substantial direct and consequential loss and damage to QNZ.
- C. QNZ wishes to maintain the confidentiality and integrity of all and any Confidential Information.

NOW THIS AGREEMENT WITNESSETH and the parties hereto agree as follows:

QNZ will make available to Recipient confidential and proprietary information of QNZ, known only to QNZ which is necessary for the purpose stated herein; and information which will become known to the Recipient as a consequence of the conduct of business discussions with or the establishment of a business arrangement with QNZ; on the basis that such Confidential Information is made available subject to the following terms and conditions:

1. "Confidential Information" means any information, oral or written, made available by QNZ which relates to QNZ business activities as well as information that comes into being or becomes known as a consequence of QNZ undertaking consultations or negotiations with the Recipient.
2. Recipient will receive and maintain all Confidential Information in strict confidence and shall not use Confidential Information for its own benefit or misuse or disclose it in whole or part to any third party, except such information which (a) is already known to the receiving party or is publicly available at the time of disclosure; (b) is disclosed to the Recipient by a third party who is not in breach of an obligation of confidentiality; or (c) becomes publicly available after disclosure through no act of the Recipient or (d) to its professional advisors strictly for the purpose of seeking advice in relation to Quest franchise opportunity.
3. All Confidential Information shall remain the property of QNZ except where such Confidential Information is already the property of a third party. Upon QNZ's written request, Recipient shall, at QNZ's option, either return to QNZ or destroy all such Confidential Information together with any summaries of, or extracts from, such information and all copies thereof which Recipient may have in its possession or control, including removal of any such information from electronic storage. Recipient shall ensure that all parties to whom it has disclosed such information will comply with QNZ's request. Recipient shall give QNZ a written notice stating that it has returned or destroyed all Confidential Information.
4. Recipient will use the Confidential Information only for the purpose of establishing a business relationship with QNZ and for no other purpose.
5. Recipient shall not disclose in whole or in part the Confidential Information to any third party except as it may be authorised in writing by QNZ.
6. Recipient obligation under this Deed shall survive the termination of its association with QNZ regardless of the manner of such termination and shall be binding upon Recipient's successors and assigns.
7. No failure to exercise, or delay in exercising, on the part of either party, any right, power or privilege hereunder shall preclude the further exercise of the same right or the exercise of any other right hereunder.
8. This Deed shall be governed by and construed in accordance with the laws of New Zealand.
9. Recipient agrees to identify QNZ for all costs (including all legal costs), expenses and damages incurred by QNZ as a result of Recipient's breach of this agreement.

## SECTION 14 - CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT CONT.

IN WITNESS WHEREOF the parties have hereunto set their hands on the date first hereinbefore written

**For and on Behalf of Quest New Zealand**

**For and on Behalf of Recipient**

Signature:

Signature:

Date:

Date:

(Name Printed)

(Name Printed)



Witness:

Witness:

(Signature of Witness)

(Signature of Witness)



(Name Printed)

(Name Printed)



Quest Apartment Hotels (NZ) Ltd

PO Box 33-138, Takapuna, Auckland 0740

## SECTION 15 - APPLICANT CERTIFICATION

I understand that the purpose of this application is for Quest Apartment Hotels to obtain (only) information about the applicant. It is in no way binding upon either Quest Apartment Hotels or the applicant. I certify that the information provided in this application is true or correct.

Applicant signature

Date

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### Further information regarding your application

Further information regarding your application

1. Please return this completed form along with a copy of your resume to:  
**Aaron Carpenter [acarpenter@questapartments.co.nz](mailto:acarpenter@questapartments.co.nz)** or courier to: **Quest Apartment Hotels (NZ) Ltd , Level 4 / 19 Como Street Takapuna, Auckland , New Zealand,0622**
2. Should you have any queries in relation to your Franchise Application, please contact **Aaron Carpenter + 64 9 973 4853** or email: **[acarpenter@questapartments.co.nz](mailto:acarpenter@questapartments.co.nz)**

## SECTION 16 - APPLICANT CHECKLIST

- Franchise Application Form
- Employrite data base and credit check form
- New Zealand Ministry of Justice Forms
- Copy of New Zealand or overseas Passport and or New Zealand Driver's License
- Quest Apartment Hotels Self Assessment
- Payment of Application fee

Please email through to **[acarpenter@questapartments.co.nz](mailto:acarpenter@questapartments.co.nz)**

Or courier to: **Quest Apartment Hotels (NZ) Ltd  
Level 4, 19 Como Street, Takapuna  
Auckland 0622**