

# THE NOVATED LEASE PROCESS EXPLAINED



## NOVATED LEASING PROCESS

Congratulations on the approval of your novated lease. Soon you will be paying for your car expenses in a tax-effective way.

## SUBMITTING YOUR APPLICATION



If your employer is registered with easifleet then you will have received a novated lease application, an insurance declaration and also a novated deed with your quote.

For your application to be processed, all of these forms need to be completed and returned, along with a signed copy of your quote and supporting documentation.

## SUMMARY OF DOCUMENTS TO RETURN



- Signed copy of your quote (signed by both you and your employer)
- Completed Novated Lease Application
- Your Insurance Declaration Form
- Privacy and Consent Declaration
- A copy of your driver's license
- A copy of your most recent payslip
- A copy of your rates notice or rental agreement

Please ensure that you give us the most accurate and up to date information available.

We will advise you of the success of your application within one working day.

If your employer is not registered with easifleet, then you will need to arrange for them to complete the [Employer Registration Form](#).

## AFTER YOUR APPLICATION IS APPROVED



We will go ahead and order your vehicle. If the vehicle was sourced by easifleet then we will send an order through to our preferred car dealer.

If the vehicle was sourced by you, then an invoice request will be sent to your dealer.

Sometimes vehicles are in stock and available straight away but sometimes they can take a long time to arrive (up to six months in some cases). Unfortunately, we have no control over how long a vehicle takes to arrive.

We will handle this part of the process for you.

## WHEN YOUR CAR IS READY FOR DELIVERY



As soon as we receive a vehicle invoice from the dealer (meaning the car is ready for delivery), we can send you your finance lease documents.

This is a signed commitment from you that you will fulfil your obligation to pay the lease rentals for the duration of your lease.

As soon as we receive your signed Novated Deed and Lease Schedule we will submit your documents for settlement.

Settlement will take one working day to complete.

## WHEN YOUR LEASE SETTLES



The car is yours to take away.

Congratulations! We trust you will enjoy your new car and welcome any feedback on how it is running for you.

The insurance on your car will have already been arranged with Armada Insurance.

In order to commence payroll deductions we will issue a *Packager Advice Form* to either your employer or your salary packaging company.

For all the information you will need during your lease, such as what you should do when you need to get your car serviced, please view the easifleet [Novated Lease Drivers Guide](#).

## IF YOU HAVE QUESTIONS

easifleet has an established Novated Relationship Team to assist lease holders with any queries, including:

- Changes of employer
- Vehicle registration enquiries
- Changes of contact details or address
- Reimbursement of expenses
- Fuel card enquiries
- Package adjustments

To contact the NRT please call us on 1300 266 828 or email [nrt@easifleet.com.au](mailto:nrt@easifleet.com.au).

## NOVATED DEED



The novated deed allocates the rights and responsibilities of the vehicle between you, your employer and the financier.

The deed states that all rights and responsibilities of the vehicle are that of the employee however the employer commits to making the lease payments for the vehicle while that person is still an employee with their organisation.

This means that if the employees employment with that organisation ceases for any reason then the responsibility for the lease payments is transferred to the employee.

**It is important for you to understand that the vehicle is 100 per cent yours, and if you leave your employment, the vehicle goes with you.**

## FINANCE LEASE SCHEDULE

This document is the actual lease of the vehicle.

The agreement is between you and the financier and outlines the specifics of your agreement including:

- The vehicle, including the VIN and serial number
- The lease term
- The residual value
- The total payable rentals



[www.easifleet.com.au](http://www.easifleet.com.au) | 1300 266 828

**Free Call – All Services** 1800 134 679  
**National Roadside Assist** 1800 819 093