

# National Mortgage Form in Microsoft Word format – guide to completion

## Availability of alternate Webform version of the National Mortgage Form

- The Titles Registry recommends the use of the Webform version of the National Mortgage Form as the easiest method of completing the National Mortgage Form.
- The Webform allows you to enter the relevant data and generate a portable document format (pdf) version of the National Mortgage Form.
- To complete the National Mortgage Form in Microsoft Word format you will normally have to unprotect the form to insert or delete Fields. This may require an intermediate knowledge of the use of Microsoft Word and some knowledge of the National Mortgage Form design specification.
- The webform version of the National Mortgage Form and the user guide can be accessed at: <http://lrforms.arnecc.gov.au/lrforms/>

## You will need

- National Mortgage form (Word (DOT), 179KB)

## How to complete National Mortgage form Word version

|   |   |
|---|---|
| <b>Lodger Details</b>                         | Insert lodger code number OR name and postal address/Lodger Box number and phone number and email address<br>Insert your internal Reference for the matter (not required or used by the Titles Registry)<br>Note – the Reference field in the footer will autofill when Reference field in Lodger details is entered. To view, select Print Preview                 |
| <b>Jurisdiction</b>                           | Defaults to 'QUEENSLAND'  |
| <b>Estate and/or interest being mortgaged</b> | Defaults to 'FEE SIMPLE' or enter other interest  |
| <b>Land Title Reference</b>                   | Enter Title reference   |
| <b>Part Land Affected?</b>                    | Enter 'Y' if part of land (e.g. more than one lot on title, but only 1 lot being mortgaged) otherwise leave blank   |
| <b>Land Description</b>                       | Enter Lot on Plan description   |
| <b>Mortgagor*</b>                             | <b>Individual:</b> <b>Given Name / Family Name / Capacity</b> – Enter names as per the fields shown or omit (delete) the <u>Fields</u> if not applicable<br><b>Organisation:</b> <b>Name / ACN / ARBN / Capacity</b> – Enter company/corporation details or omit (delete) the <u>Fields</u> if not applicable   |
| <b>Mortgagee*</b>                             | <b>Individual:</b> <b>Given Name / Family Name / Capacity / Tenancy (inc. share)</b> – Enter names as per the <u>Fields</u> shown or omit (delete) the <u>Fields</u> if not applicable<br><b>Organisation:</b> <b>Name / ACN / ARBN / Capacity / Tenancy (inc. share)</b> – Enter company or corporation names or omit (delete) the <u>Fields</u> if not applicable |
| <b>Terms and Conditions of this Mortgage</b>  | Enter Standard Terms document reference and/or additional terms and conditions or additional description of debt or liability. Leave as NIL if not applicable   |
| <b>Mortgagor and Mortgagee Executions*</b>    | Execute and witness according to requirements. Leave extra execution fields blank if not applicable   |
| <b>Page numbering</b>                         | Ensure correct page numbers are shown. The Signing and witnessing information page at the end of the form does not form part of the document and should not be included in the page numbering   |

\*You may remove inapplicable Fields from these panels in the form. For instance, if the mortgagee or mortgagor is not an organisation (company/corporation) you may remove the relevant Fields. You must remove all of the relevant Fields – E.g. Name / ACN / ARBN / Capacity / Tenancy (inc. share) must all be removed. Unprotect the document and delete the relevant Fields (see below) and then turn on document protection.

To retain formatting and enable the user to tab through Fields, **document protection must be on**.

To retain formatting when saving the form – please ensure that the file is saved in .doc format by selecting “Word 97-2003 Document” as the “Save as type”.

Print single sided only.

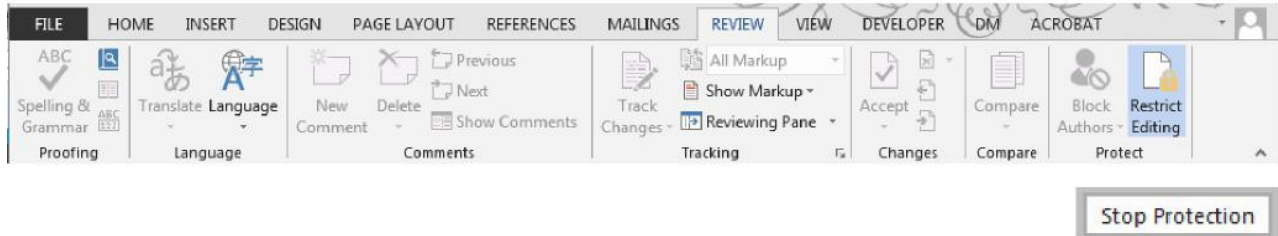
## How to unprotect the form to add or delete fields

Steps:

1. Unprotect the Document
2. Add or delete the relevant fields
3. Protect the Document

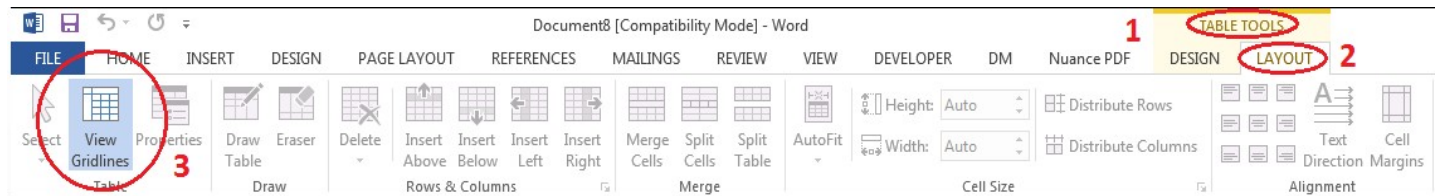
### 1. Unprotect the Document

On the ribbon, go to the Review tab. Select Restrict Editing and select Stop Protection at the bottom right of the screen (see image below).



### 2. Add or Delete Fields

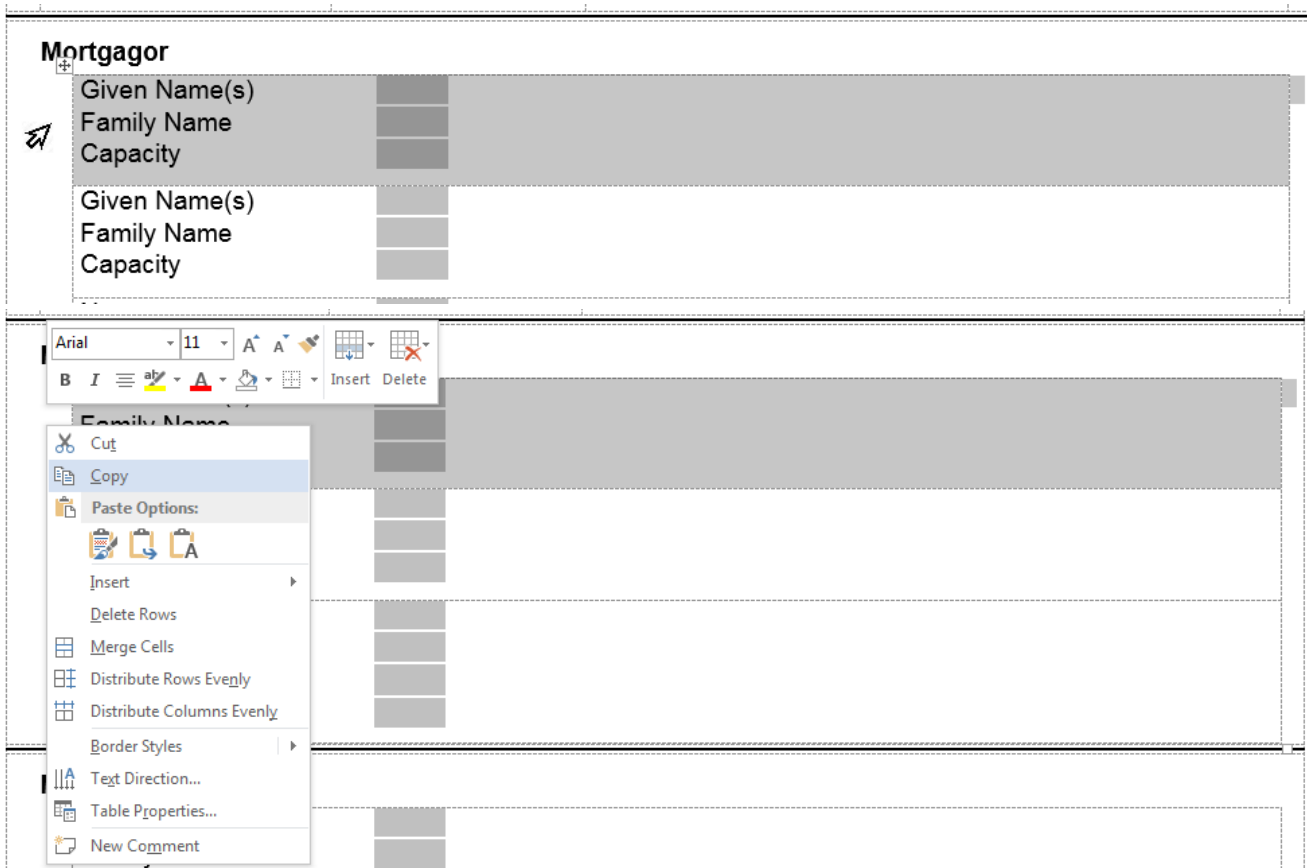
While the cursor is within the panels of the form, go to the Review tab. Select Layout (2) in the Table Tools section (1) and select View Gridlines (3).



#### a) Mortgagor

##### i) Add a block of fields for an additional Mortgagor/Mortgagee

Place the cursor to the left of the relevant row with the block of fields required (Individual or Organisation) so that the mouse cursor is oriented to the right (↔), right click to show the menu and select copy.



Right click inside the row above where the new row is to be inserted (1) and select Insert as New Rows (R) in the Paste Options (2).

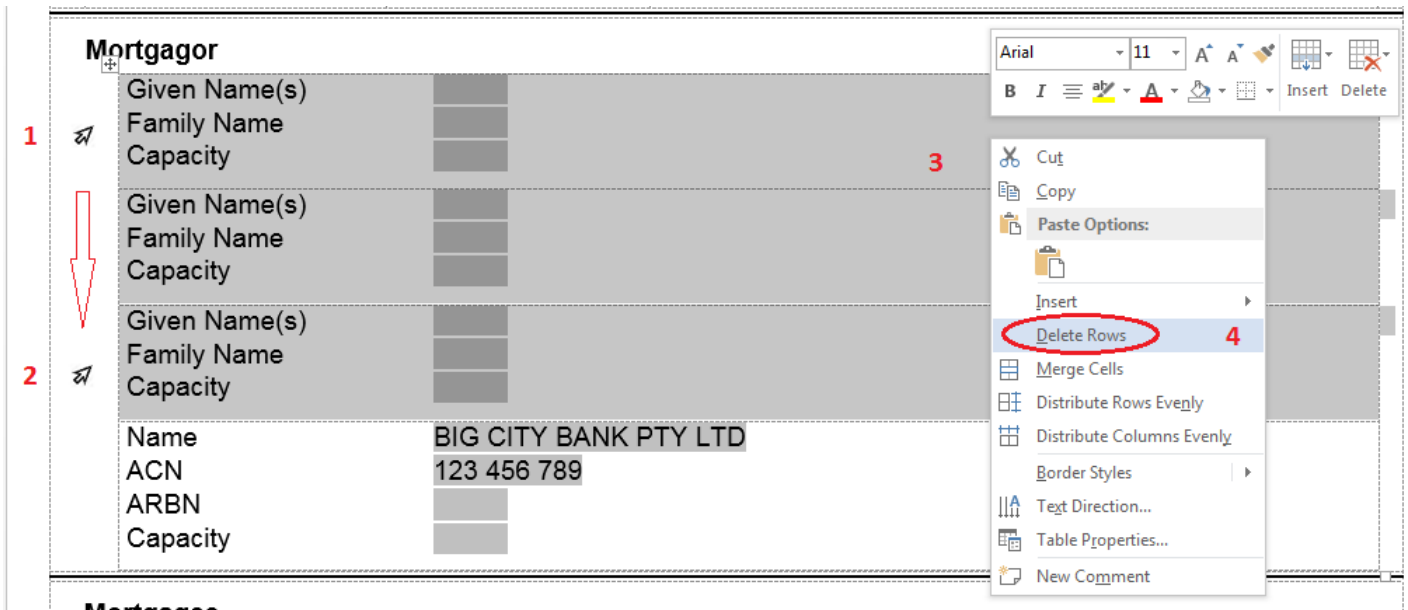
The screenshot shows a spreadsheet with two tables. The top table is titled 'Mortgagor' and has three rows with fields: Given Name(s), Family Name, and Capacity. The second row is highlighted in grey. A red circle labeled '1' is around the right-click location in this row. A context menu is open, showing options like Cut, Copy, Paste Options, Insert, Delete Rows, Merge Cells, etc. The 'Paste Options' sub-menu is open, and a red circle labeled '2' is around the 'Insert as New Rows (R)' option.

The copied row with the required block of fields will be inserted in the row above the row where the cursor was placed.

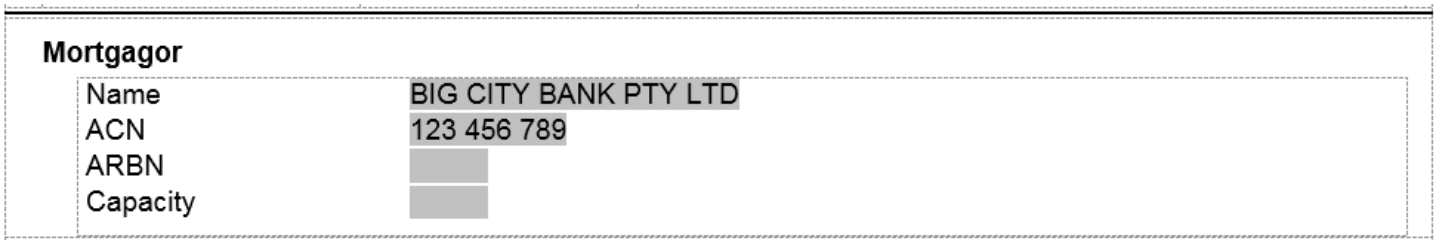
The screenshot shows the same spreadsheet as before, but now the 'Mortgagor' table has four rows. The second row, which was previously highlighted in grey, is now the first row of the table. A red oval highlights this row, indicating that the new row has been successfully inserted above the original row.

ii) Delete a row of irrelevant Fields (eg. A block of fields for an individual or organisation) for a Mortgagor/Mortgagee

Place the cursor to the left of the rows with the fields required to be deleted (individual or organisation) so that the mouse cursor is oriented to the right **(1)**, left click the relevant row or left click and drag down to highlight the relevant row(s) if more than one row is to be deleted **(2)**, then right click within the highlighted row(s) **(3)** to display the menu and select Delete Rows **(4)**.

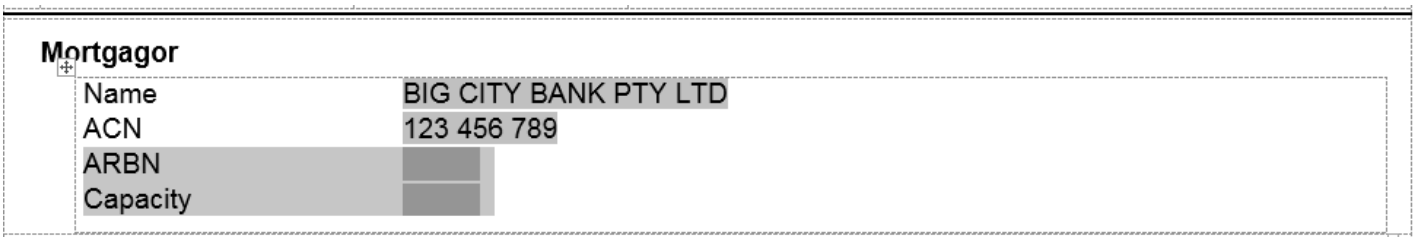


The rows with the irrelevant fields will be deleted.

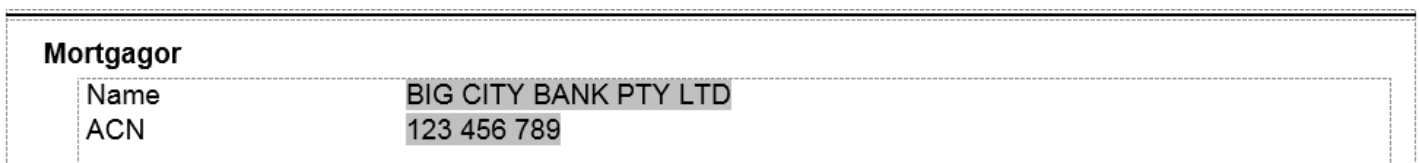


iii) Delete irrelevant Field(s) within a block of fields for an individual or organisation Mortgagor/Mortgagee

Right click and drag the mouse cursor to highlight the text of the relevant field(s) to be deleted.



Delete the relevant text (use Backspace or Delete).



iv) Add an additional signature/witnessing block of fields for a Mortgagor or Mortgagee

Place the cursor to the left of the **second** row of the relevant panel required so that the mouse cursor is oriented to the right ↗ (1), right click to show the menu and select copy (2). Ensure that both the Witnessing Fields and Execution Fields are highlighted.

| Mortgagor Execution   |  |
|---|--|
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |

|                       |  |
|-----------------------|--|
| Executed on behalf of |  |
| Signer Name           |  |
| Signer Organisation   |  |
| Signer Role           |  |
| Signature             |  |
| Execution Date        |  |

| Mortgagor Execution   |  |
|---|--|
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |
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| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |

|                       |  |
|-----------------------|--|
| Executed on behalf of |  |
| Signer Name           |  |
| Signer Organisation   |  |
| Signer Role           |  |
| Signature             |  |
| Execution Date        |  |

1

2

Place the cursor in the empty third row underneath the second row in the relevant panel (3)

| Mortgagor Execution   |  |
|---|--|
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |

|                       |  |
|-----------------------|--|
| Executed on behalf of |  |
| Signer Name           |  |
| Signer Organisation   |  |
| Signer Role           |  |
| Signature             |  |
| Execution Date        |  |

|                       |  |
|-----------------------|--|
| Executed on behalf of |  |
| Signer Name           |  |
| Signer Organisation   |  |
| Signer Role           |  |
| Signature             |  |
| Execution Date        |  |

3

Paste the copied row (Ctrl V OR right click menu → Paste Options → Keep Source Formatting (K))

| Mortgagor Execution   |  |
|---|--|
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |
| NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994. |  |
| Full Name of Witness  |  |
| Witness Signature   |  |
| Witness Qualifications  |  |

|                       |  |
|-----------------------|--|
| Executed on behalf of |  |
| Signer Name           |  |
| Signer Organisation   |  |
| Signer Role           |  |
| Signature             |  |
| Execution Date        |  |

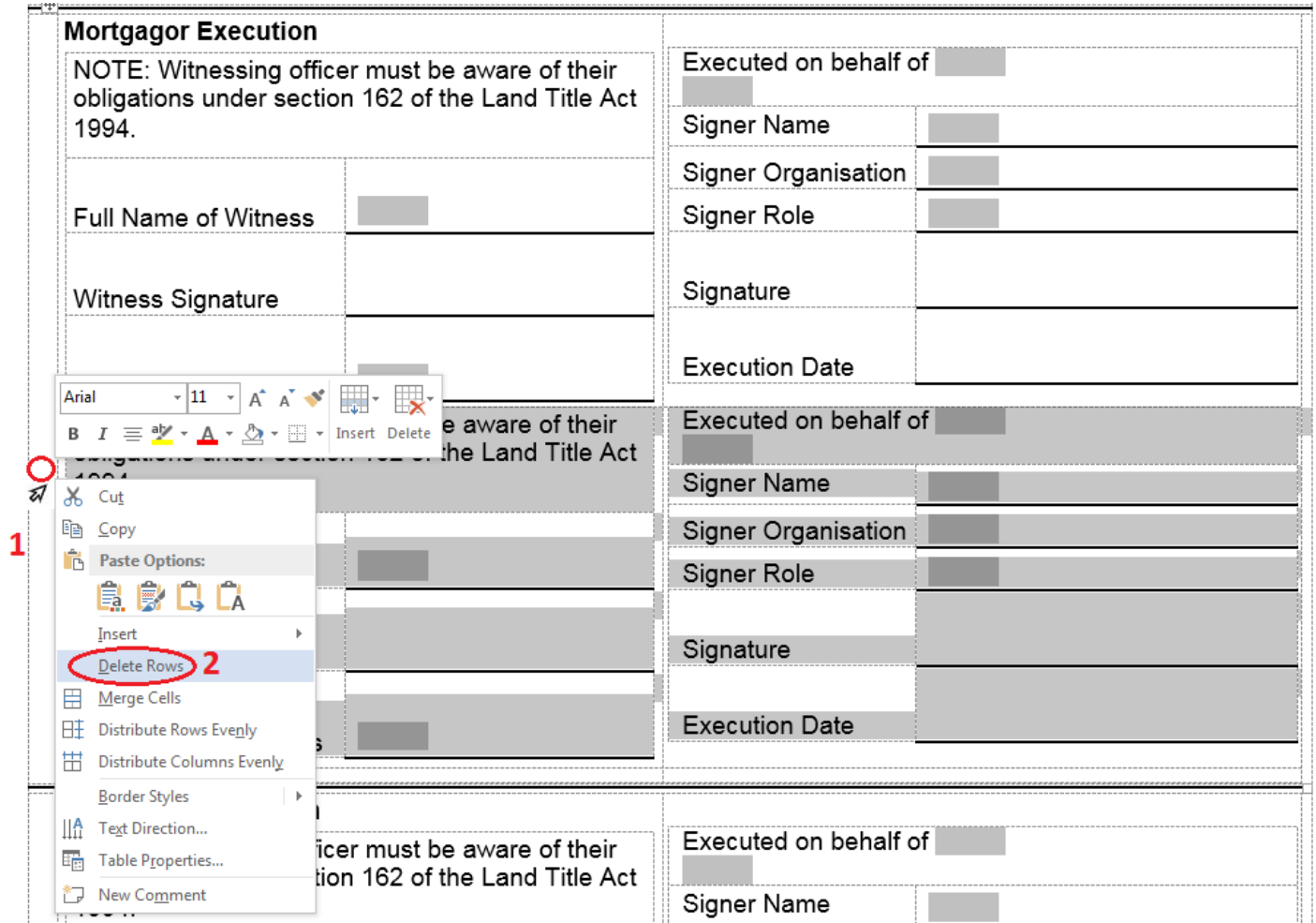
  

|                       |  |
|-----------------------|--|
| Executed on behalf of |  |
| Signer Name           |  |
| Signer Organisation   |  |
| Signer Role           |  |
| Signature             |  |
| Execution Date        |  |

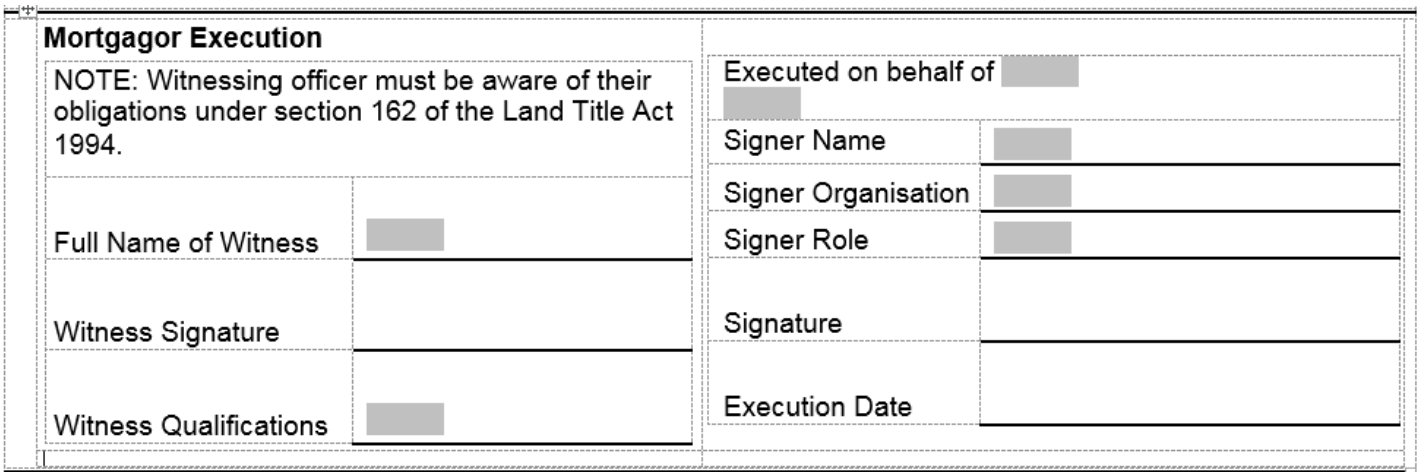
v) Delete a signature/witnessing block of fields for a Mortgagor or Mortgagee

Do not delete the first row of signature/witnessing blocks as this row contains the panel heading.

To delete the second row when it is not required, place the cursor to the left of the second row so that the mouse cursor is oriented to the right ↗ (1), right click to display the menu and select Delete Rows (2) making sure that both the Witnessing Fields and Execution Fields are highlighted.



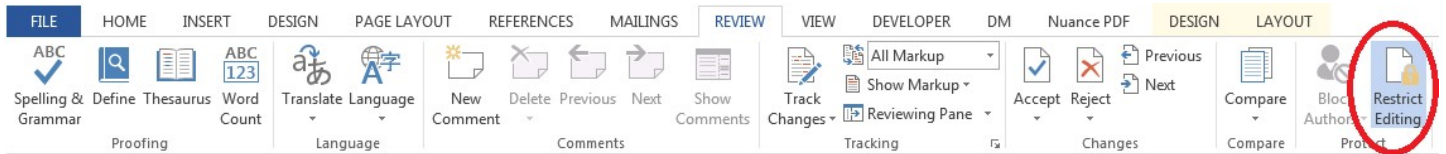
The second row will be deleted.



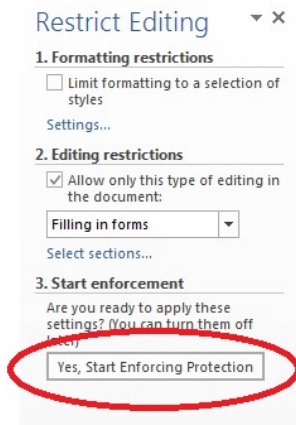
### 3. Protect the Document

After making the necessary changes to the relevant Fields, turn protection back on.

In the ribbon, select the Review tab, select Restrict Editing (1), select Yes, Start Enforcing Protection (2) and then select OK (3). A password is not required.



1



2



3

**IMPORTANT:** Significant changes to the form require prior approval from the Registrar. Requests should be submitted to [titlesinfo@dnrme.qld.gov.au](mailto:titlesinfo@dnrme.qld.gov.au) before lodging the mortgage.

**Further information relating to Mortgages and the completion of the National Mortgage Form can be found in Part 2 of the Land Title Practice Manual**