

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), 176KB)

How to complete National Mortgage form Word version

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

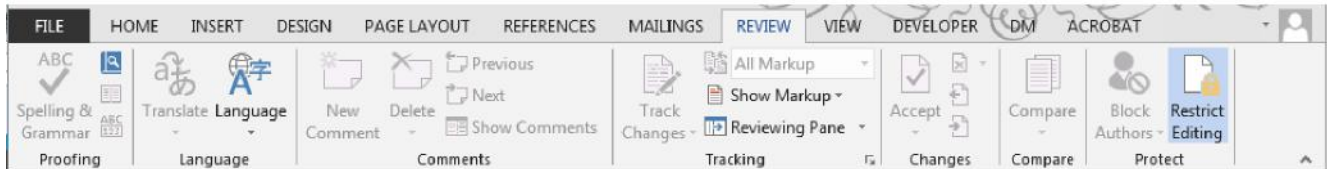
How to unprotect the form to add or delete fields

Steps:

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

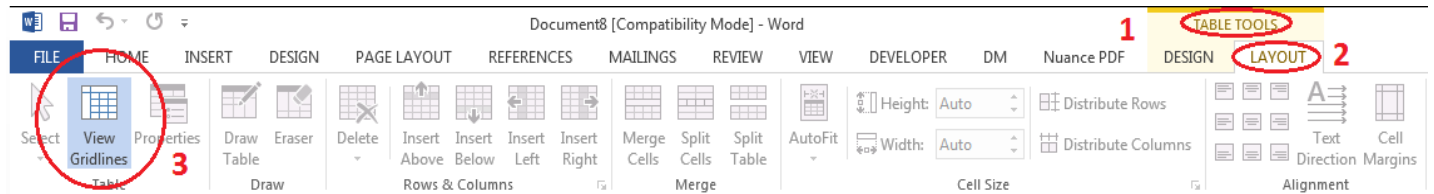
1. Unprotect the Document

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

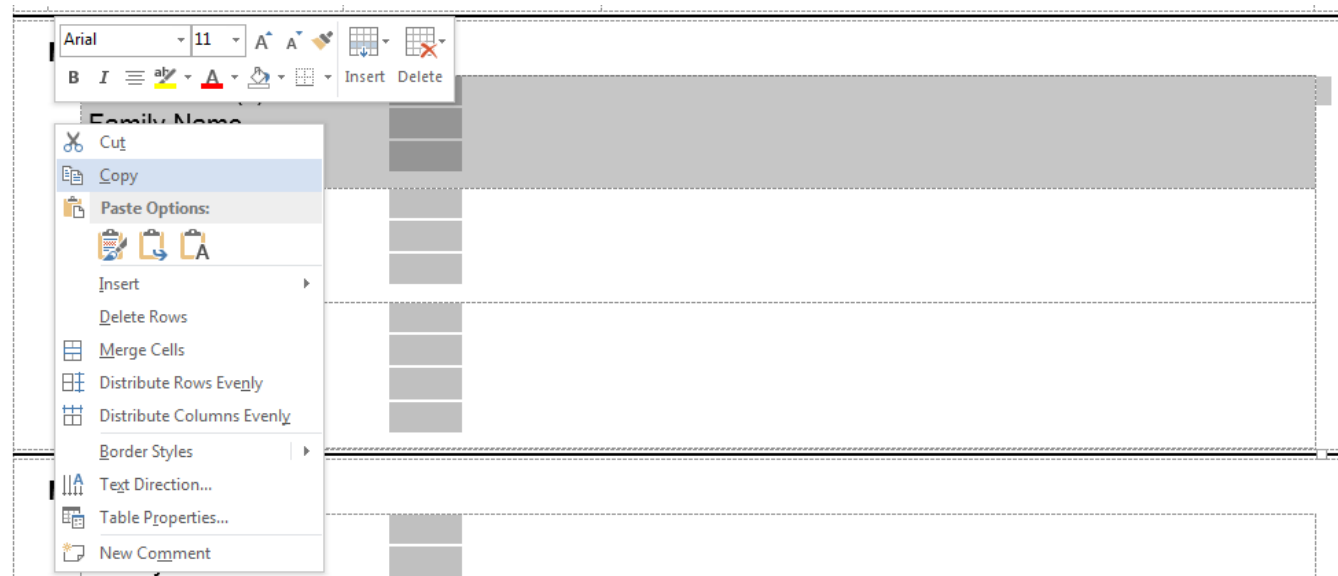
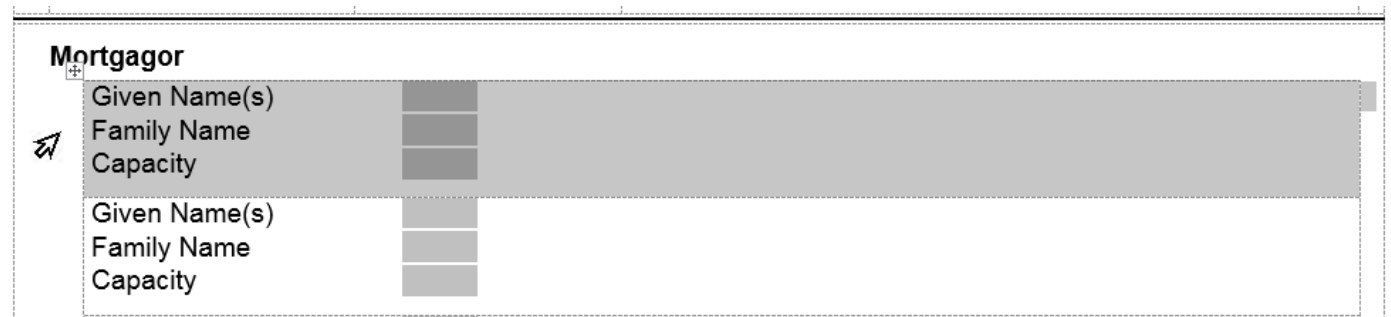
While the cursor is within the panels of the form, go to the Review tab. Select Layout (2) in the Table Tools section (1) and select View Gridlines (3).



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 table with two sections: **Mortgagor** and **Mortgagee**. The **Mortgagor** section has three rows of fields: Given Name(s), Family Name, Capacity; Name, ACN, ARBN, Capacity. The **Mortgagee** section has three rows: Given Name(s), Family Name, Capacity; Tenancy (inc. share); Given Name(s). A right-click context menu is open over the second row of the **Mortgagor** section. A red circle labeled '1' is around the mouse cursor. The menu includes options like Cut, Copy, Paste Options, Insert, Delete Rows, Merge Cells, Distribute Rows Evenly, Distribute Columns Evenly, Border Styles, Text Direction..., Table Properties..., and New Comment. 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 table as above, but now the second row of the **Mortgagor** section (the row with fields: Given Name(s), Family Name, Capacity) is highlighted with a red oval, indicating that a new row has been inserted above it.

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 screenshot shows a spreadsheet with a table for 'Mortgagor'. The table has several rows of fields. The first three rows are highlighted in grey, indicating they are selected for deletion. A red arrow points to the first row, labeled '1'. A red arrow points to the first and second rows, labeled '2'. A red arrow points to the context menu, labeled '3'. The context menu is open, and 'Delete Rows' is highlighted, labeled '4'. The table content is as follows:

Mortgagor	
Given Name(s)	
Family Name	
Capacity	
Given Name(s)	
Family Name	
Capacity	
Given Name(s)	
Family Name	
Capacity	
Name	BIG CITY BANK PTY LTD
ACN	123 456 789
ARBN	
Capacity	

The rows with the irrelevant fields will be deleted.

The screenshot shows the spreadsheet after the deletion of the irrelevant rows. The table content is as follows:

Mortgagor	
Name	BIG CITY BANK PTY LTD
ACN	123 456 789
ARBN	
Capacity	

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.

The screenshot shows the spreadsheet with the text 'ARBN' highlighted in grey. The table content is as follows:

Mortgagor	
Name	BIG CITY BANK PTY LTD
ACN	123 456 789
ARBN	
Capacity	

Delete the relevant text (use Backspace or Delete).

The screenshot shows the spreadsheet after the deletion of the irrelevant text. The table content is as follows:

Mortgagor	
Name	BIG CITY BANK PTY LTD
ACN	123 456 789

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	

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	
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	

Executed on behalf of	
Signer Name	
Signer Organisation	

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Insert Delete

2

- Cut
- Copy
- Paste Options:
 - Insert
 - Delete Rows
- Merge Cells
- Distribute Rows Evenly
- Distribute Columns Evenly
- Border Styles
- Text Direction...
- Table Properties...
- New Comment

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.	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	
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.	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	
Full Name of Witness	
Witness Signature	
Witness Qualifications	

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.	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	
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.	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	
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.	
Executed on behalf of	
Signer Name	
Signer Organisation	
Signer Role	
Signature	
Execution Date	
Full Name of Witness	
Witness Signature	
Witness Qualifications	

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 screenshot shows a 'Mortgagor Execution' form with a context menu open over the second row. The menu has 'Delete Rows' highlighted with a red circle and the number '2'. A red circle with the number '1' is next to the mouse cursor pointing to the left of the second row. The form contains a note about section 162 of the Land Title Act 1994, and fields for Full Name of Witness, Witness Signature, Witness Qualifications, and Execution Fields (Executed on behalf of, Signer Name, Signer Organisation, Signer Role, Signature, Execution Date).

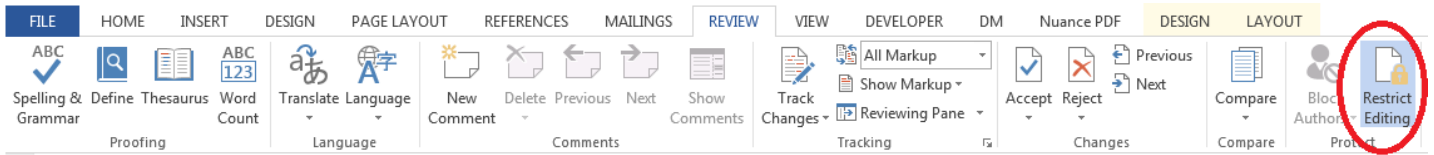
The second row will be deleted.

The screenshot shows the 'Mortgagor Execution' form after the second row has been deleted. The 'Witness Qualifications' field is now present in the witness section. The form contains a note about section 162 of the Land Title Act 1994, and fields for Full Name of Witness, Witness Signature, Witness Qualifications, and Execution Fields (Executed on behalf of, Signer Name, Signer Organisation, Signer Role, Signature, Execution Date).

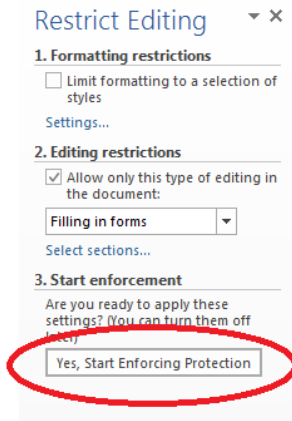
3. Protect the Document

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

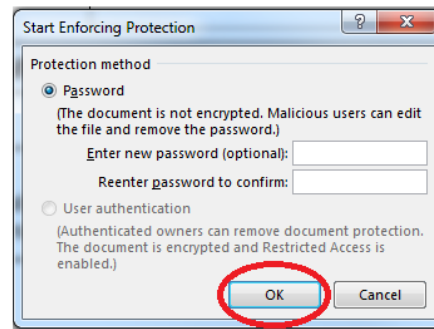
In the ribbon, select the Review tab, select Restrict Editing (1), select Yes, Start Enforcing Protection (2) and then select OK (3). A password is not required.



1



2



3

IMPORTANT: Significant changes to the form require prior approval from the Registrar. Requests should be submitted to titlesinfo@dnrm.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 2A of the Land Title Practice Manual