

**READ THIS BEFORE SIGNING A TITLES REGISTRY
FORM 1—TRANSFER OR FORM 2—MORTGAGE**

**IF YOU FAIL TO PROVIDE TO THE WITNESSING OFFICER ADEQUATE EVIDENCE OF YOUR ENTITLEMENT TO
SIGN THE FORM, THE WITNESSING OFFICER MAY DECLINE TO WITNESS YOUR SIGNATURE**

Note – This page is NOT part of the form and should NOT be lodged in the titles registry

Signing and witnessing of titles registry transfer or mortgage forms

A person who witnesses the signature of an individual on a titles registry form is required by law to take reasonable steps to ensure the person signing the form is entitled to do so.

If you take your transfer or mortgage form/s to a Justice of the Peace or Commissioner for Declarations (or other person qualified under Schedule 1 of the *Land Title Act 1994* to witness a titles registry form, such as a lawyer) to have your signature witnessed, you must provide to the satisfaction of the witness, the following—

1. proof of identity showing your photo and signature; **and**
2. supporting documentation that shows your name and property details, and helps to confirm you are entitled to sign the form/s.

1. Proof of identity documents

Proof of identity documents may include—

- driver licence; or
- passport.

2. Supporting documentation that helps to confirm you are entitled to sign the form/s

If you are **selling property** or are **only refinancing**, supporting documentation may include either—

- a local government current rates notice for the property, or
- a recently issued current title search statement for the property, or
- a recently issued registration confirmation statement for the property, or
- a current certificate of title (if one exists) for the property.

If you are a **purchaser** and/or **financing the purchase**, supporting documentation may include either—

- a copy of the contract of sale for the property; or
- official loan documentation from your lender; or
- a letter from a solicitor confirming you are entitled to sign the form.

Dealing Number



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1. **Interest being mortgaged** (if share show fraction) **Lodger** (Name, address, E-mail & phone number) **Lodger Code**

2. **Lot on Plan Description** **Title Reference**

3. **Mortgagor**

4. **Mortgagee** Given names Surname/Company name and Number (include tenancy if more than one)

5. **Description of debt or liability secured**

6. **Covenant/Execution.** The Mortgagor covenants with the Mortgagee in terms of: - *the attached schedule; *attached schedule and standard terms document no. ; *standard terms document no. and charges the estate or interest described in item 1 with the repayment/payment to the Mortgagee of all sums of money referred to in item 5.

* delete if not applicable

NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.

Separate executions are required for each mortgagor and mortgagee. Signatories are to provide to the witness, evidence that they are the person entitled to sign the instrument (including proof of identity).

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Witnessing Officer (signature, full name & qualification) / / **Execution Date** **Mortgagor's Signature**

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Witnessing Officer (signature, full name & qualification) / / **Execution Date** **Mortgagor's Signature**

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Witnessing Officer (signature, full name & qualification) / / **Execution Date** ***Mortgagee's or Solicitor's Signature**

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Witnessing Officer (signature, full name & qualification) / / **Execution Date** ***Mortgagee's or Solicitor's Signature**

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

*Note: A Solicitor is required to print full name if signing on behalf of the Mortgagee and no witness is required in this instance