

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: <u>http://lrforms.arnecc.gov.au/lrforms/</u>

You will need

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

How to complete National Mortgage form Word version

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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 Fields if not applicable
Organisation:	Name / ACN / ARBN / Capacity – Enter company/corporation details or
	omit (delete) the <u>Fields</u> if not applicable
Mortgagor* Individual:	Given Name / Family Name / Capacity / Tenancy (inc. share) –
	Enter names as per the Fields shown or omit (delete) the Fields if not
	applicable
Organisation:	Name / ACN / ARBN / Capacity / Tenancy (inc. share) – Enter company
	or corporation names or omit (delete) the Fields 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 <u>Fields</u> from these panels in the form. For instance, if the mortgagee or mortgagor is not an organisation (company/corporation) you may remove the relevant <u>Fields</u>. You must remove all of the relevant <u>Fields</u> – E.g. <u>Name / ACN / ARBN / Capacity / Tenancy</u> (inc. share) must all be removed. Unprotect the document and delete the relevant <u>Fields</u> (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).

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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).

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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 \Re) right click to show the menu and select copy.

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	Given Name(s) Family Name Capacity	
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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).

Mortgagor	
Given Name(s) Family Name Capacity	Arial - 11 - A^ A 💉 🗱 - 🇮
Given Name(s) Family Name Capacity	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
Name ACN ARBN Capacity	Paste Options Paste Options Insert Insert as New Rows (R) Delete Rows
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Given Name(s) Family Name Capacity	Image: Heat Style Image: Heat Style Image: Heat Style Image: Heat Style
Tenancy (inc. share) Given Name(s)	Table Properties

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

Family Name Image: Capacity Given Name(s) Image: Capacity Family Name Image: Capacity Civen Name(s) Image: Capacity Family Name Image: Capacity Name Image: Capacity Name Image: Capacity Name Image: Capacity ACN Image: Capacity	Given Name(s)	
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Family Name Capacity Name ACN	Oiven Name(s)	
Name ACN	Family Name	
Name ACN	Capacity	
	Name	
ARBN	ACN	
	ARBN	

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 $\frac{1}{2}$ (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 <u>D</u>elete Rows (4).

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ଘ	Given Name(s) Family Name Capacity		в З 😽	I ≡ ^a [*] • <u>A</u> • <u>A</u> • [📰 🔻 Insert De
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¥ ₽	Given Name(s) Family Name Capacity				
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The rows with the irrelevant fields will be deleted.

м	ortgagor	
	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.

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

Delete the relevant text (use Backspace or Delete).

BIG CITY BANK PTY LTD	
123 456 789	
	BIG CITY BANK PTY LTD

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

Place the cursor to the left of the <u>second</u> row of the relevant panel required so that the mouse cursor is oriented to the right \ll) (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	Executed on behalf of
1994.	Signer Name
	Signer Organisation
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	Execution Date
NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act	Executed on behalf of
1994.	Signer Name
	Signer Organisation
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	Execution Date

Mortgagor Execution			
NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act	Executed on behalf of		
1994.	Signer Name		
	Signer Organisation		
Full Name of Witness	Signer Role		
Witness Signature	Signature		
Witness Qualifications	Execution Date		
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Table Properties	Signer Name		
New Comment	Signer Organisation		

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	Executed on behalf of
1994.	Signer Name
	Signer Organisation
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	Execution Date
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
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	Execution Date

Nortgagor Execution	
NOTE: Witnessing officer must be aware of their	Executed on behalf of
obligations under section 162 of the Land Title Act 1994.	Signer Name
	Signer Organisation
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	Execution Date
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
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	Execution Date
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
Full Name of Witness	Signer Role
Witness Signature	Signature
Witness Qualifications	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 \mathscr{A}) (1), right click to display the menu and select <u>D</u>elete Rows (2) making sure that both the Witnessing Fields and Execution Fields are highlighted.

NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.	
1994. Signer Name	
Signer Organisation	
Full Name of Witness Signer Role	
Witness Signature Signature	
Arial -11 A	
Signer Name	
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Paste Options: Signer Role	
Insert Signature	
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Test Direction Table Properties icer must be aware of their tion 162 of the Land Title Act Executed on behalf of	
Dev Comment	

The second row will be deleted.

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.

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Restrict Editing		Start Enforcing Protection	1
Select sections		Password (The document is not encrypted. Malicious users can edit the file and remove the password.) Enter new password (optional): Reenter password to confirm:	
3. Start enforcement Are you ready to apply these settings? (You can turn them off then) Yes, Start Enforcing Protection		User authentication (Authenticated owners can remove document protection. The document is encrypted and Restricted Access is enabled.) OK Cancel	
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IMPORTANT: Significant changes to the form require prior approval from the Registrar. Requests should be submitted to <u>info@titlesqld.com.au</u> 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