





Gates & Gables Choice
Forms Instructions
833-MLS-ONLY (833-657-6659)
Questions? Email us at
Questions@gatesandgableschoice.com

- 1) **Contact and Property Form:** This form must be filled out with ALL Legal Owners of those on the title to the property as well as their contact information.
- 2) **Listing Form:** Please note all fields with an asterisk (*) are mandatory. Without all required fields filled in we will NOT be able to upload the information into your Local MLS. With that said, if you have questions about any of the fields please call us, do not send the form in with them blank or unknown.

 **Helpful Tip:** It is our experience that Buyer's criteria can be simple to extremely detailed so the more information you provide and more detailed you are the more searches you will show up in. For example, if I am a buyer searching for a home I could put in the search criteria, 3 bedroom, 2 bath, hardwood flooring throughout, fenced in yard, at the end of a cul-de-sac with a fireplace and whirlpool tub. If your home MEETS all of that criteria but you didn't list that you have a whirlpool tub then you will NOT show up in their search so it is up to YOU to be as detailed as possible so that even the Buyer's with the most specific criteria get your listing if it matches their needs.


- 3) **Change of Listing Form:** This form is needed when you have changes you want to make such as updating the price, editing the remarks, etc. It is also needed when you have any type of status change.

 **IMPORTANT Note:** You MUST submit this form and notify us of ANY accepted offer within 48 hours and you must provide ALL fully executed sales contracts and disclosures within 72 hours per law.

- 4) **Order Form:** If at any point you would like to add something to your package such as advertising for your Open House, an additional yard sign, lockbox, professional photos or drone videos, etc then you may do so by simply filling out and submitting our order form.
- 5) **Renewal Form:** Need more time? You can renew your package without paying full price!

 **OR you can Upgrade your Package!**

- 6) **Upgrade Package Form:** If at any point you would like to upgrade your package you will need to complete this form.

 **Upgrading your package not only gives you more time but gives you more features!**



Contact and Property Information Form
Gates & Gables Company
833-MLS-ONLY (833-657-6659)
Documents@GatesandGablesChoice.com

Property Information:

Property Address: _____

Was this Home built on or before 1978? (yes or no) _____

Ownership Status:

- Single Married Divorced Separated
 Estate Business Deceased

Seller Information:

PLEASE NOTE: List names of ALL parties on Title to the Property. Must provide all Legal Names as shown on Title.

Seller #1:

Name: _____ Phone: _____ Email: _____

Address: (if different from Property address): _____

Seller #2:

Name: _____ Phone: _____ Email: _____

Address: (if different from Property address): _____

Seller #3:

Name: _____ Phone: _____ Email: _____

Address: (if different from Property address): _____

Forwarding Address

After Sale forwarding address: _____

*If Estate or Business Entity who is the Legal Authorized signer? (Checkmark which seller) 1 _____ 2 _____ 3 _____

Legal Authorized Signature for Entity

Date



Character of field name selection limits are indicated on the form in parentheses Required fields are denoted with an asterisk (*) Required fields for MIRA only are denoted with a double asterisk (**)

Agent Name	Listing #
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BASIC LISTING INFORMATION

Is Property Listed for Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No		MLS# of Rental Listing (if known)	
*Area	Street Number	Compass Point <input type="checkbox"/> North <input type="checkbox"/> North East <input type="checkbox"/> North West <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> South East <input type="checkbox"/> South West <input type="checkbox"/> West	
*Street Name		*Street Suffix <input type="checkbox"/>No Street Suffix <input type="checkbox"/> Avenue <input type="checkbox"/> Boulevard <input type="checkbox"/> Circle <input type="checkbox"/> Course <input type="checkbox"/> Court <input type="checkbox"/> Crossing <input type="checkbox"/> Curve <input type="checkbox"/> Drive <input type="checkbox"/> Highway <input type="checkbox"/> Lane <input type="checkbox"/> Loop <input type="checkbox"/> Parkway <input type="checkbox"/> Place <input type="checkbox"/> Plaza <input type="checkbox"/> Point <input type="checkbox"/> Road <input type="checkbox"/> Square <input type="checkbox"/> Street <input type="checkbox"/> Terrace <input type="checkbox"/> Trail <input type="checkbox"/> Way <input type="checkbox"/> Cove <input type="checkbox"/> Junction <input type="checkbox"/> Pass	
Post Directional <input type="checkbox"/> North <input type="checkbox"/> North East <input type="checkbox"/> North West <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> South East <input type="checkbox"/> South West <input type="checkbox"/> West		*City	*State
*Zip	Additional Zip	*Parcel Identification #	Multiple Pins? <input type="checkbox"/> Yes <input type="checkbox"/> No
*County	*Township	*Corporate Limits <input type="checkbox"/> Unincorporated	Grid # <i>KIFAR Only</i>
*List Price			

GENERAL INFORMATION

***Directions** (Maximum 1024 Characters) Start from a major intersection/street—Use Compass Points (i.e, N, E, S, W) for directionals

***Coordinates** (required for the city of Chicago)

North	East	South	West
-------	------	-------	------

**Subdivision <i>*KIFAR Only</i>	Display Mobility Score on Reports? <input type="checkbox"/> Yes <input type="checkbox"/> No	Model
---	---	--------------

School Information		
*Elementary District #	**Elementary School	2nd./Alternate Elementary School
*Jr High/Middle District	**Jr High/Middle School	2nd./Alternate Jr High Middle School
*High School District	**High School	2nd./Alternate High School
Other Public School District	Other Public School	

GENERAL INFORMATION

*Ownership

Condo Co-op Fee Simple Fee Simple with Home Owners Association Leasehold

*Approximate Year Built:

Year built unknown

***Rehab** Yes No

If yes, Rehab Year: _____

***Rebuilt** Yes No

If yes, Rebuilt Year: _____

Is property currently leased? Yes No

Lease Expiration Date:

Month to Month?

Rural? Yes No

Vacant? Yes No

Waterfront? Yes No

Zero Lot Line? Yes No

*Type Detached (Maximum of 1 selection + Hillside, Earth, Coach House or Tear Down, if applicable)

1 Story 1.5 Stories 2 Stories 3 Stories 4+ Stories Coach House
 Earth Hillside Raised Ranch Split Level Split Level w/ Sub Other
 Tear Down Manufactured Modular 2.5 Story Multi-Level None

Style of House (Maximum of 1 selection)

American 4-Sq Bi-Level Brownstone Bungalow Cape Cod Colonial
 Contemporary Cottage English Farmhouse French Provincial Georgian
 Greystone Log Mediter/Spanish Prairie Quad Level Queen Anne
 Ranch Row House Step Ranch Traditional Tri-Level Tudor
 Victorian Other Mid Level A-Frame Walk-Out Ranch L Bi-Level

New/Proposed Construction Options (Maximum of 6 selections)

Air Purifier/Humidifier Appliance Pkg Allwnc Bsmn/Lwr Lvl Ext Exit Bsmt/Lwr Lvl Finished Bsmt/Lwr Lvl Stubbed Bath Central Air
 Central Air Ready Deck/Patio Scrn Prch Electrical Allowance Energy Efficient Pkg Exterior Brick/Cedar Fireplace
 Basement Garage Hardwood/Ceramic Flr Hot Tub/Pool Landscaping Oak Trim/Oak Stairs
 Roof Cedar/Shakes/Tile Skylight(s) Upgrade Carpet/Vinyl Upgrade Int/Ext Doors Vaulted/Cathedral Ceilings Vinyl Clad Windows
 Whirlpool Tub Other Wopd Windows Lighting Allowance Flooring Allowance Wood Laminate Flrg
 Upgraded Siding Upgraded Roofing Upgraded Insulation Upgraded Cabnt/Cntr Zoned Heating/Cooling Floor Plan Mod Allwnc

General Information

School Bus Service Commuter Bus Commuter Train Interstate Access Flood Zone Flood Zone (Partial)
 Adult Community Assisted Living Historical District Assisted Living Service None

Exposure

North South East West City Lake/Water
 Park

Area Amenities (Maximum of 6 selections)

Clubhouse Park/.Playground Pool Tennis Courts Horse-Community Barn Horse-Riding Area
 Horse-Riding Trails Landing Strip Pond/Lake Dock-Community Water Rights Curbs/Gutters
 Gated Entry Sidewalks Street Lights Street Paved Other

***Disability Access and/or Equipped:** Yes No

*Disability Access/Equipment Details (If Disability Access and/or Equipped = Yes)

2+ Access Exits 32" or More Wide Doors 36" or More Wide Halls Chairlift Doors-Pocket
 Doors Swing-In Doors w/ Level Handles Entry Slope Less than 1... Flashing Doorbell Flooring Modifications
 Grab Bars in Bathroom(s) Grab Bars Throughout Hearing Modifications Kitchen Modifications Low Bathroom Mirrors
 Low Closet Rods Low Pile Carpeting Lower Fixtures Lowered Light Switches Modified Wall Outlets
 Main Level Entry No Interior Steps Other Main Level Mods Disabled Parking Ramp—Main Level
 Roll-In Shower Vehicle Transfer Area Wheelchair Accessible Wheelchair Adaptable Wheelchair Height Milbx
 Wheelchair Modifications Wheelchair Ramp(s) Other-See Remarks Accessible Bedroom Accessible Cntrl Lvng Area
 Accessible Closets Accessible Common Area Adaptable Bathroom Walls Adaptable for Elevator Accessible Doors
 Accessible Elctc & Envrnmt Accessible Entrance Accessible Elevator Installed Accessible Full Bath Accessible Hallway(s)
 Accessible for Hearing Imp Accessible Kitchen Appliances Accessible Kitchen Accessible Stairway Accessible Washer/Dryer
 Central Living Area Common Area Ceiling Track Customized Wheelchair Access Elctrc Envrnmtl Cntrl
 Enhanced Accessible Exterior Wheelchair Lift Grip-Accessible Features Reinforced Floors Safe Emergency Egress
 Standby Generator Stair Lift Smart Technology Therapeutic Whirlpool Visitor Bathroom
 Visitable Walker-Accessible Stairs

GENERAL INFORMATION

Remarks (Maximum 4000 Characters) The Remarks field is reserved for a description of the property.

EXTERIOR FEATURES

***Lot Dimensions**

(Enter actual dimensions: frontage-clockwise, acreage or square footage.)

Acreage:

(Enter total acreage to 2 decimal points.)

***Exterior Building Type**

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Aluminum Siding | <input type="checkbox"/> Vinyl Siding | <input type="checkbox"/> Steel Siding | <input type="checkbox"/> Brick | <input type="checkbox"/> Cedar |
| <input type="checkbox"/> Frame | <input type="checkbox"/> Block | <input type="checkbox"/> EIFS (e.g. Dryvit) | <input type="checkbox"/> Glass | <input type="checkbox"/> Log |
| <input type="checkbox"/> Masonite | <input type="checkbox"/> Shakes | <input type="checkbox"/> Stucco | <input type="checkbox"/> Stone | <input type="checkbox"/> Marble/Granite |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Asbestos Siding | <input type="checkbox"/> Limestone | <input type="checkbox"/> Slate | <input type="checkbox"/> Other |
| <input type="checkbox"/> Clad Trim | <input type="checkbox"/> Shingle Siding | <input type="checkbox"/> Brick Veneer | <input type="checkbox"/> Brick/Stone Msn Pred | <input type="checkbox"/> Brick Veneer Dcrtv |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> Fiber Cement | <input type="checkbox"/> Fl Brick/Stn Veneer | <input type="checkbox"/> Brick/Stone Veneer Frnt | <input type="checkbox"/> Quonset |
| <input type="checkbox"/> Tilt Wall | <input type="checkbox"/> Combination | | | |

***Lot Size**

- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Less than .25 Acre | <input type="checkbox"/> .25-.49 Acre | <input type="checkbox"/> .50-.99 Acre | <input type="checkbox"/> 1.0-1.99 Acres | <input type="checkbox"/> 2.0-2.99 Acres |
| <input type="checkbox"/> 3.0-3.99 Acres | <input type="checkbox"/> 4.0-4.99 Acres | <input type="checkbox"/> 5.0-5.99 Acres | <input type="checkbox"/> 6.0-7.99 Acres | <input type="checkbox"/> 8.0-9.99 Acres |
| <input type="checkbox"/> 10+ Acres | <input type="checkbox"/> Oversized Chicago Lot | <input type="checkbox"/> Standard Chicago Lot | | |

***Lot Size Source:** County Records Builder Appraisal Other Deed Listing Agent Owner Survey

Lot Description

- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Beach | <input type="checkbox"/> Chain of Lakes Frontage | <input type="checkbox"/> Channel Front | <input type="checkbox"/> Common Grounds | <input type="checkbox"/> Corner |
| <input type="checkbox"/> Cul-de-sac | <input type="checkbox"/> Dimensions to Center | <input type="checkbox"/> Fenced Yard | <input type="checkbox"/> Forest Preserve Adjacent | <input type="checkbox"/> Golf Course Lot |
| <input type="checkbox"/> Nature Preserve Adjacent | <input type="checkbox"/> Wetlands Adjacent | <input type="checkbox"/> Horses Allowed | <input type="checkbox"/> Irregular | <input type="checkbox"/> Lakefront |
| <input type="checkbox"/> Landscape Professionally | <input type="checkbox"/> Legal Non-Conforming | <input type="checkbox"/> Paddock | <input type="checkbox"/> Park Adjacent | <input type="checkbox"/> Pond |
| <input type="checkbox"/> River Front | <input type="checkbox"/> Stream | <input type="checkbox"/> Water Rights | <input type="checkbox"/> Water View | <input type="checkbox"/> Wooded |
| <input type="checkbox"/> Rear of Lot | <input type="checkbox"/> Mature Trees | <input type="checkbox"/> Backs to Public Grnd | <input type="checkbox"/> On Golf Course | <input type="checkbox"/> Backs to Open Grnd |
| <input type="checkbox"/> Backs to Trees/Woods | <input type="checkbox"/> Chain Link Fence | <input type="checkbox"/> Creek | <input type="checkbox"/> Dock | <input type="checkbox"/> Electric Fencree |
| <input type="checkbox"/> Adjoins Government Land | <input type="checkbox"/> Garden | <input type="checkbox"/> Infill Lot | <input type="checkbox"/> Fence-Invisible Pet | <input type="checkbox"/> Lake Access |
| <input type="checkbox"/> Level | <input type="checkbox"/> None | <input type="checkbox"/> Outdoor Lighting | <input type="checkbox"/> Other | <input type="checkbox"/> Pasture |
| <input type="checkbox"/> Pie Shaped Lot | <input type="checkbox"/> Partial Fencing | <input type="checkbox"/> Views | <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Spring |
| <input type="checkbox"/> Streetlights | <input type="checkbox"/> Sloped | <input type="checkbox"/> Waterfront Lot | <input type="checkbox"/> Water Garden | <input type="checkbox"/> Wood Fence |
| <input type="checkbox"/> Woven Wire Fence | | | | |

Roof Type

- | | | | | |
|---|---|---|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Asphalt/Glass (Rolled) | <input type="checkbox"/> Asphalt/Glass (Shingles) | <input type="checkbox"/> Metal | <input type="checkbox"/> Rubber | <input type="checkbox"/> Slate |
| <input type="checkbox"/> Tar and Gravel | <input type="checkbox"/> Tile | <input type="checkbox"/> Wood Shakes/Shingles | <input type="checkbox"/> Other | <input type="checkbox"/> Built-Up |
| <input type="checkbox"/> Coal Pitch | <input type="checkbox"/> Composition | <input type="checkbox"/> Shake | <input type="checkbox"/> Metal | |

Foundation

- | | | | | |
|--------------------------------|--------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Block | <input type="checkbox"/> Brick | <input type="checkbox"/> Concrete | <input type="checkbox"/> Pillars | <input type="checkbox"/> Reinforced Caisson |
| <input type="checkbox"/> Stone | <input type="checkbox"/> Wood | <input type="checkbox"/> Other | | |

Character of field name selection limits are indicated on the form in parentheses Required fields are denoted with an asterisk (*) Required fields for BNAR only are denoted with a double asterisk (**)

EXTERIOR FEATURES

Exterior Property Features

- | | | | | |
|---|--|---------------------------------------|--|---|
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Deck | <input type="checkbox"/> Patio | <input type="checkbox"/> Porch | <input type="checkbox"/> Hot Tub |
| <input type="checkbox"/> Roof Deck | <input type="checkbox"/> Porch Screened | <input type="checkbox"/> Dog Run | <input type="checkbox"/> Screened Patio | <input type="checkbox"/> Screened Deck |
| <input type="checkbox"/> Stamped Concrete Patio | <input type="checkbox"/> Brick Paver Patio | <input type="checkbox"/> Boat Slip | <input type="checkbox"/> Pool Above Ground | <input type="checkbox"/> Pool In-Ground |
| <input type="checkbox"/> Storms/Screens | <input type="checkbox"/> Outdoor Grill | <input type="checkbox"/> Fire Pit | <input type="checkbox"/> Private Entrance | <input type="checkbox"/> End Unit |
| <input type="checkbox"/> Door Monitored by TV | <input type="checkbox"/> Master Antenna | <input type="checkbox"/> Cable Access | <input type="checkbox"/> Box Stalls | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> Invisible Fence | | | | |

Other Structures

- | | | | | | |
|--------------------------------------|---|---|--|---|---|
| <input type="checkbox"/> Barn(s) | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Grain Storage | <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Guest House | <input type="checkbox"/> Kennel/Dog Run |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> None | <input type="checkbox"/> Other | <input type="checkbox"/> Outbuilding | <input type="checkbox"/> Outdoor Kitchen | <input type="checkbox"/> Pergola |
| <input type="checkbox"/> Pool House | <input type="checkbox"/> Poultry Coop | <input type="checkbox"/> RV/Boat Storage | <input type="checkbox"/> Second Garage | <input type="checkbox"/> Second Residence | <input type="checkbox"/> Shed(s) |
| <input type="checkbox"/> Stable(s) | <input type="checkbox"/> Tennis Court(s) | <input type="checkbox"/> Airplane Hangar | <input type="checkbox"/> Arena | <input type="checkbox"/> Boat Dock | <input type="checkbox"/> Cabana |
| <input type="checkbox"/> Cave(s) | <input type="checkbox"/> Club House | <input type="checkbox"/> Confinement-Bldg | <input type="checkbox"/> Corn Crib | <input type="checkbox"/> Corral(s) | <input type="checkbox"/> Covered Arena |
| <input type="checkbox"/> Feed Lot | <input type="checkbox"/> Garage(s) | <input type="checkbox"/> Indoor Riding Ring | <input type="checkbox"/> Outdoor Riding Ring | <input type="checkbox"/> Packing Shed | <input type="checkbox"/> See Remarks |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Utility Building | | | | |

*Parking

- | | | |
|---------------------------------|--|-------------------------------|
| <input type="checkbox"/> Garage | <input type="checkbox"/> Exterior Space(s) | <input type="checkbox"/> None |
|---------------------------------|--|-------------------------------|

Is Parking Included in Price?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Garage Ownership

- | | | |
|--------------------------------|--|------------------------------|
| <input type="checkbox"/> Owned | <input type="checkbox"/> Transferrable Lease | <input type="checkbox"/> N/A |
|--------------------------------|--|------------------------------|

*Garage On Site

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

*Garage Type

- | | | |
|-----------------------------------|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Attached | <input type="checkbox"/> Detached | <input type="checkbox"/> None |
|-----------------------------------|-----------------------------------|-------------------------------|

*# Garage Spaces:

Garage Details

- | | | | | |
|--|---|----------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Garage Door Opener(s) | <input type="checkbox"/> Transmitter(s) | <input type="checkbox"/> Carport | <input type="checkbox"/> Heated | <input type="checkbox"/> Tandem |
| <input type="checkbox"/> 7 Foot or more high | <input type="checkbox"/> Multiple Garages | <input type="checkbox"/> None/NA | | |

Parking Ownership

- | | | |
|--------------------------------|--|------------------------------|
| <input type="checkbox"/> Owned | <input type="checkbox"/> Transferrable Lease | <input type="checkbox"/> N/A |
|--------------------------------|--|------------------------------|

*Parking On-Site

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

*# Parking Spaces:

Parking Details

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Assigned Spaces | <input type="checkbox"/> Unassigned | <input type="checkbox"/> Off Alley | <input type="checkbox"/> Off Street | <input type="checkbox"/> Side Apron |
| <input type="checkbox"/> Zoned Permit | <input type="checkbox"/> Visitor Parking | <input type="checkbox"/> Valet | <input type="checkbox"/> Underground/Covered | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> None/NA | <input type="checkbox"/> Additional Parking | <input type="checkbox"/> Alley Access | <input type="checkbox"/> Direct Access | <input type="checkbox"/> Parking Attendant |
| <input type="checkbox"/> Basement | <input type="checkbox"/> Carriage House w/ Apt | <input type="checkbox"/> Circular Driveway | <input type="checkbox"/> Carriage House | <input type="checkbox"/> Enclosed |
| <input type="checkbox"/> Electric Vehicle Chrg Statn | <input type="checkbox"/> Expandable | <input type="checkbox"/> More than 1 Spc/Unit | <input type="checkbox"/> Motorized Gate | <input type="checkbox"/> Other |
| <input type="checkbox"/> Oversized | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Secured | <input type="checkbox"/> Rear/Side Entry | <input type="checkbox"/> Storage |

Driveway

- | | | | | |
|-----------------------------------|---------------------------------|------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Brick | <input type="checkbox"/> Concrete | <input type="checkbox"/> Dirt | <input type="checkbox"/> Gravel |
| <input type="checkbox"/> Circular | <input type="checkbox"/> Shared | <input type="checkbox"/> Off Alley | <input type="checkbox"/> Side Drive | <input type="checkbox"/> Heated |
| <input type="checkbox"/> Other | | | | |

INTERIOR FEATURES

*Approximate Square Feet:

*Square Foot Source

- | | | | | |
|------------------------------------|-----------------------------------|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Appraiser | <input type="checkbox"/> Assessor | <input type="checkbox"/> Builder | <input type="checkbox"/> Estimated | <input type="checkbox"/> Landlord/Tenant/Seller |
| <input type="checkbox"/> Other | <input type="checkbox"/> Plans | <input type="checkbox"/> Survey | <input type="checkbox"/> Taped | <input type="checkbox"/> Not Reported |

Square Footage Comments: (Maximum 240 Characters)

Upper Square Feet:

Main Square Feet:

Finished Lower Square Feet:

Unfinished Lower Square Feet:

Finished Basement Square Feet:

Unfinished Basement Square Feet:

INTERIOR FEATURES

Total Basement Square Feet (finished and unfinished basement square feet combined):

***# Bedrooms (All Levels):**

***# Full Baths:**

***# Half Baths:**

*Master Bedroom Bath

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Full | <input type="checkbox"/> Half | <input type="checkbox"/> Shared | <input type="checkbox"/> None | <input type="checkbox"/> Curbless/Roll in Shower |
| <input type="checkbox"/> Double Sink | <input type="checkbox"/> 29 In Knee Clearance Vanity | <input type="checkbox"/> Lever/Easy to Use Faucets | <input type="checkbox"/> 34 in or Lower Vanity | <input type="checkbox"/> Shower Only |
| <input type="checkbox"/> Tub & Separate Shower | <input type="checkbox"/> Whirlpool & Separate Showr | <input type="checkbox"/> Whirlpool | | |

*Basement

- | | | | | |
|-------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> Full | <input type="checkbox"/> Partial | <input type="checkbox"/> Walkout | <input type="checkbox"/> English | <input type="checkbox"/> None |
|-------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------|

*Basement Description

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> Finished | <input type="checkbox"/> Partially Finished | <input type="checkbox"/> Unfinished | <input type="checkbox"/> Crawl | <input type="checkbox"/> Cellar |
| <input type="checkbox"/> Sub-Basement | <input type="checkbox"/> Exterior Access | <input type="checkbox"/> Other | <input type="checkbox"/> Bathroom Rough-In | <input type="checkbox"/> Egress Window |
| <input type="checkbox"/> None | <input type="checkbox"/> Concrete Block | <input type="checkbox"/> 8 Ft +_Pour | <input type="checkbox"/> Lookout | <input type="checkbox"/> 9 Ft + Pour |
| <input type="checkbox"/> Concrete (Basement) | <input type="checkbox"/> Rec/Family Area | <input type="checkbox"/> Roughed-In Fireplace | <input type="checkbox"/> Sleeping Area | <input type="checkbox"/> Stone/Rock |
| <input type="checkbox"/> Storage Space | <input type="checkbox"/> Walk-Up Access | | | |

*Basement Bathrooms

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Bath Amenities

- | | | | | |
|--------------------------------------|--|--|---|--|
| <input type="checkbox"/> Whirlpool | <input type="checkbox"/> Separate Shower | <input type="checkbox"/> Handicap Shower | <input type="checkbox"/> Steam Shower | <input type="checkbox"/> Double Sink |
| <input type="checkbox"/> Bidet | <input type="checkbox"/> Garden Tub | <input type="checkbox"/> European Shower | <input type="checkbox"/> Full Body Spray Shower | <input type="checkbox"/> Double Shower |
| <input type="checkbox"/> Soaking Tub | <input type="checkbox"/> No Tub | | | |

Interior Fireplaces:

Fireplace Location

- | | | | | |
|---|--------------------------------------|---|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Family Room | <input type="checkbox"/> Living Room | <input type="checkbox"/> Master Bedroom | <input type="checkbox"/> Basement | <input type="checkbox"/> Other |
| <input type="checkbox"/> Loft | <input type="checkbox"/> Bedroom | <input type="checkbox"/> Den/Library | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Exterior |
| <input type="checkbox"/> Grand Entry Hall | <input type="checkbox"/> Great Room | <input type="checkbox"/> Hearth Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> None |

Fireplace Details

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> See through/Multi Sided | <input type="checkbox"/> Wood Burning | <input type="checkbox"/> Wood Burning Stove | <input type="checkbox"/> Attached Fireplace Door | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Gas Logs | <input type="checkbox"/> Gas Starter | <input type="checkbox"/> Heatilator System | <input type="checkbox"/> Includes Accessories | <input type="checkbox"/> Portable/Ventless |
| <input type="checkbox"/> Decorative Only | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Circulating | <input type="checkbox"/> Free Standing | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Insert | <input type="checkbox"/> More than One | <input type="checkbox"/> None | <input type="checkbox"/> Stubbed in Gas Line | |

Interior Property Features

- | | | | | |
|---|---|--|---|---|
| <input type="checkbox"/> Vaulted/Cathedral Ceilings | <input type="checkbox"/> Skylight(s) | <input type="checkbox"/> Sauna/Steam Room | <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Bar-Dry |
| <input type="checkbox"/> Bar-Wet | <input type="checkbox"/> Elevator | <input type="checkbox"/> Hardwood Floors | <input type="checkbox"/> Wood Laminate Floors | <input type="checkbox"/> Heated Floors |
| <input type="checkbox"/> Solar Tubes/Light Tubes | <input type="checkbox"/> 1st Floor Bedroom | <input type="checkbox"/> Theatre Room | <input type="checkbox"/> In-Law Arrangement | <input type="checkbox"/> 1st Floor Laundry |
| <input type="checkbox"/> 2nd Floor Laundry | <input type="checkbox"/> 1st Floor Full Bath | <input type="checkbox"/> Laundry Hook-Up | <input type="checkbox"/> Storage | <input type="checkbox"/> Flexicore |
| <input type="checkbox"/> Built-in Features | <input type="checkbox"/> Walk-In Closet(s) | <input type="checkbox"/> Bookcases | <input type="checkbox"/> 10' Ceiling | <input type="checkbox"/> 9' Ceiling |
| <input type="checkbox"/> Center Hall Plan | <input type="checkbox"/> Coffered Ceiling(s) | <input type="checkbox"/> Historic/Period Mlwk | <input type="checkbox"/> Beamed Ceilings | <input type="checkbox"/> Open Floorplan |
| <input type="checkbox"/> Some Carpeting | <input type="checkbox"/> Special Millwork | <input type="checkbox"/> Some Window Treatment | <input type="checkbox"/> 42 Inch Hallways | <input type="checkbox"/> Some Wood Floors |
| <input type="checkbox"/> Atrium Door(s) | <input type="checkbox"/> Cocktail Lounge | <input type="checkbox"/> Dining Combo | <input type="checkbox"/> Doorman | <input type="checkbox"/> Drapes/Blinds |
| <input type="checkbox"/> Granite Counters | <input type="checkbox"/> Health Facilities | <input type="checkbox"/> Lobby | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Separate Dining Room |
| <input type="checkbox"/> Shops | <input type="checkbox"/> Some Insulated Windows | <input type="checkbox"/> Some Storm Doors | <input type="checkbox"/> Walk-In Closet(s) | <input type="checkbox"/> Some Wall-to-Wall Cp |

Laundry Features

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Gas Dryer Hookup | <input type="checkbox"/> Electric Dryer Hookup | <input type="checkbox"/> In Unit | <input type="checkbox"/> In Garage | <input type="checkbox"/> Common Area |
| <input type="checkbox"/> In Kitchen | <input type="checkbox"/> In Bathroom | <input type="checkbox"/> Laundry Chute | <input type="checkbox"/> Laundry Closet | <input type="checkbox"/> Multiple Locations |
| <input type="checkbox"/> Sink | <input type="checkbox"/> Other | | | |

INTERIOR FEATURES

Door Features

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> ENERGY STAR Qualified | <input type="checkbox"/> French Doors | <input type="checkbox"/> Mirrored Closet Door(s) | <input type="checkbox"/> Sliding Doors | <input type="checkbox"/> Storm Door(s) |
| <input type="checkbox"/> Atrium Door(s) | <input type="checkbox"/> 36" Minimum Entry Door | <input type="checkbox"/> 32" Minimum Interior Door(s) | <input type="checkbox"/> Lever Style Door Handles | <input type="checkbox"/> Panel Door(s) |
| <input type="checkbox"/> Power Door Operator | <input type="checkbox"/> Pocket Door(s) | <input type="checkbox"/> 6 Panel Door(s) | <input type="checkbox"/> Sliding Glass Door(s) | |

Window Features

- | | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> All | <input type="checkbox"/> Aluminum Frames | <input type="checkbox"/> Bay Window(s) | <input type="checkbox"/> Blinds | <input type="checkbox"/> Display Window(s) |
| <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Curtains/Drapes | <input type="checkbox"/> ENERGY STAR Qualified | <input type="checkbox"/> Garden Window(s) | <input type="checkbox"/> Insulated Windows |
| <input type="checkbox"/> Low Emissivity Windows | <input type="checkbox"/> Plantation Shutters | <input type="checkbox"/> Screens | <input type="checkbox"/> Shutters | <input type="checkbox"/> Skylight(s) |
| <input type="checkbox"/> Solar Screens | <input type="checkbox"/> Storm Window(s) | <input type="checkbox"/> Tinted Windows | <input type="checkbox"/> Triple Pane Windows | <input type="checkbox"/> Shades |
| <input type="checkbox"/> Window Treatments | <input type="checkbox"/> Wood Frames | <input type="checkbox"/> Greenhouse Windows | <input type="checkbox"/> Palladian Windows | <input type="checkbox"/> Some Stained Glass |
| <input type="checkbox"/> Some Tilt-In Windows | <input type="checkbox"/> Some Wood Windows | <input type="checkbox"/> None | | |

ROOM DETAILS

Size: Enter the dimensions of each room.

Level Options: (B) Basement, (W) Walkout Basement, (L) Lower, (1) Main Level, (2) 2nd Level, (3) 3rd Level, (4) 4th Level, (A) Attic, (N) Not Applicable

Flooring Options: (B) Terracotta, (C) Carpet, (D) Stone, (E) Slate, (F) Travertine, (G) Granite, (H) Hardwood, (I) Sustainable, (M) Marble, (O) Other, (P) Parquet, (T) Ceramic Tile, (U) Porcelain Tile, (V) Vinyl, (W) Wood Laminate

Window Treatment Options: (A) All, (B) Blinds, (C) Curtains/Drapes, (D) Shades, (E) Plantation Shutters, (N) None

Living Room Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

Dining Room Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

Kitchen Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

Family Room Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

Laundry Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

Master Bedroom Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

2nd Bedroom Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

3rd Bedroom Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

4th Bedroom Size: _____ x _____ **Level:** _____ **Flooring:** _____ **Window Treatments:** _____

Dining Room

- | | | | | |
|-----------------------------------|--|--|-----------------------------------|---|
| <input type="checkbox"/> Separate | <input type="checkbox"/> Combined w/ LivRm | <input type="checkbox"/> Combined w/ FamRm | <input type="checkbox"/> L-Shaped | <input type="checkbox"/> Kitchen/Dining Combo |
| <input type="checkbox"/> None | | | | |

Kitchen Type

- | | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Eating Area/Breakfast Bar | <input type="checkbox"/> Eating Area/Table Space | <input type="checkbox"/> Galley | <input type="checkbox"/> Island | <input type="checkbox"/> Pantry-Butler |
| <input type="checkbox"/> Pantry-Closet | <input type="checkbox"/> Pantry-Walk-in | <input type="checkbox"/> Breakfast Room | <input type="checkbox"/> Country Kitchen | <input type="checkbox"/> Custom Cabinetry |
| <input type="checkbox"/> Granite Counters | <input type="checkbox"/> Hearth Room | <input type="checkbox"/> Knee Clearance at Sink | <input type="checkbox"/> 34" or Lower Countertops | <input type="checkbox"/> Pantry |
| <input type="checkbox"/> Solid Surface Counter | <input type="checkbox"/> Updated Kitchen | | | |

Appliances

- | | | | | |
|---|--|---|--|--|
| <input type="checkbox"/> Oven-Double | <input type="checkbox"/> Oven/Range | <input type="checkbox"/> Microwave | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Dishwasher-Portable |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> High End Refrigerator | <input type="checkbox"/> Refrigerator-Bar | <input type="checkbox"/> Freezer | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> Disposal | <input type="checkbox"/> Compactor-Trash | <input type="checkbox"/> Grill-Indoor | <input type="checkbox"/> All Stainless Steel Kitchen |
| <input type="checkbox"/> Wine Cooler/Refrigerator | <input type="checkbox"/> Cooktop | <input type="checkbox"/> Oven/Built-in | <input type="checkbox"/> Range Hood | <input type="checkbox"/> Water Purifier |
| <input type="checkbox"/> Water Purifier Owned | <input type="checkbox"/> Water Purifier Rented | <input type="checkbox"/> Water Softener | <input type="checkbox"/> Water Softener Owned | <input type="checkbox"/> Water Softener Rented |
| <input type="checkbox"/> Other (Appliances) | <input type="checkbox"/> Down Draft | <input type="checkbox"/> Electric Cooktop | <input type="checkbox"/> ENERGY STAR Qualified Appl. | <input type="checkbox"/> Front Cntrls Range/Cookp |
| <input type="checkbox"/> Gas Cooktop | <input type="checkbox"/> Intercom | <input type="checkbox"/> Gas Oven | <input type="checkbox"/> Electric Oven | <input type="checkbox"/> Range Hood |
| <input type="checkbox"/> Wall Oven | | | | |

Character of field name selection limits are indicated on the form in parentheses Required fields are denoted with an asterisk (*) Required fields for BNAR only are denoted with a double asterisk (**)

ROOM DETAILS

Additional Rooms (Rooms with a check mark ✓ next to them are considered to be "Countable Rooms" and count towards the total room count.)

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> 2KT—2nd Kitchen ✓ | <input type="checkbox"/> ATR—Atrium | <input type="checkbox"/> ATC—Attic ✓ | <input type="checkbox"/> BAL—Balcony | <input type="checkbox"/> BAR—Bar |
| <input type="checkbox"/> BON—Bonus ✓ | <input type="checkbox"/> BR5—5th Bedroom ✓ | <input type="checkbox"/> BR6—6th Bedroom ✓ | <input type="checkbox"/> BR7—7th Bedroom ✓ | <input type="checkbox"/> BR8—8th Bedroom ✓ |
| <input type="checkbox"/> B10—10th Bedroom ✓ | <input type="checkbox"/> B11—11th Bedroom ✓ | <input type="checkbox"/> B12—12th Bedroom ✓ | <input type="checkbox"/> BRK—Breakfast Room ✓ | <input type="checkbox"/> DEN—Den ✓ |
| <input type="checkbox"/> DEC—Deck | <input type="checkbox"/> EAS—Eating Area ✓ | <input type="checkbox"/> ENB—Enclosed Balcony | <input type="checkbox"/> ENP—Enclosed Porch | <input type="checkbox"/> ENH—Enclosed Porch (Heated) ✓ |
| <input type="checkbox"/> EXC—Exercise Room ✓ | <input type="checkbox"/> FRD—Family Room Down ✓ | <input type="checkbox"/> FOY—Foyer | <input type="checkbox"/> GAL—Gallery | <input type="checkbox"/> GAM—Game Room ✓ |
| <input type="checkbox"/> GRT—Great Room ✓ | <input type="checkbox"/> LIB—Library ✓ | <input type="checkbox"/> LOF—Loft ✓ | <input type="checkbox"/> MAI—Maid's Room ✓ | <input type="checkbox"/> MED—Media Room ✓ |
| <input type="checkbox"/> MUD—Mud Room | <input type="checkbox"/> NUR—Nursery ✓ | <input type="checkbox"/> OFF—Office ✓ | <input type="checkbox"/> PAN—Pantry | <input type="checkbox"/> PLY—Play Room ✓ |
| <input type="checkbox"/> REC—Recreation Room ✓ | <input type="checkbox"/> SCP—Screened Porch | <input type="checkbox"/> SEW—Sewing Room ✓ | <input type="checkbox"/> SIT—Sitting Room ✓ | <input type="checkbox"/> STE—Suite ✓ |
| <input type="checkbox"/> STY—Study ✓ | <input type="checkbox"/> STG—Storage | <input type="checkbox"/> SUN—Sun/Florida Room | <input type="checkbox"/> SUH—Sun/Florida Room (Heated) ✓ | |
| <input type="checkbox"/> TAN—Tandem Room ✓ | <input type="checkbox"/> TER—Terrace | <input type="checkbox"/> THR—Theatre Room ✓ | <input type="checkbox"/> UT1—Utility Room—1st Floor | |
| <input type="checkbox"/> UT2—Utility Room—2nd Floor | | <input type="checkbox"/> UTL—Utility Room—Lower Level | <input type="checkbox"/> WIC—Walk In Closet | |
| <input type="checkbox"/> WRK—Workroom ✓ | <input type="checkbox"/> OTH—Other | <input type="checkbox"/> NON—No additional rooms | | |

Additional Room 1	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 2	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 3	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 4	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 5	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 6	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 7	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 8	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 9	Size: ___ x ___	Level:	Flooring:	Window Treatments:
Additional Room 10	Size: ___ x ___	Level:	Flooring:	Window Treatments:

UTILITIES/GREEN

*Air Conditioning

- | | | | | | |
|--|----------------------------------|---|---|--|--|
| <input type="checkbox"/> Central Air | <input type="checkbox"/> Partial | <input type="checkbox"/> Space Pac | <input type="checkbox"/> 1 (Window/Wall Unit) | <input type="checkbox"/> 2 (Window/Wal Unit) | <input type="checkbox"/> 3+ (Window/Wall Unit) |
| <input type="checkbox"/> Zoned | <input type="checkbox"/> None | <input type="checkbox"/> 2 Separate Systems | <input type="checkbox"/> Geothermal | <input type="checkbox"/> Other | <input type="checkbox"/> Electric (Cooling) |
| <input type="checkbox"/> Gas (Cooling) | <input type="checkbox"/> Dual | <input type="checkbox"/> Power Roof Vents | <input type="checkbox"/> Roof Turbine(s) | <input type="checkbox"/> 14 SEER + | |

*Water

- | | | | | | |
|--|--|--|---|---------------------------------------|---|
| <input type="checkbox"/> Lake Michigan | <input type="checkbox"/> Public | <input type="checkbox"/> Private Company | <input type="checkbox"/> Well-Community | <input type="checkbox"/> Well-Private | <input type="checkbox"/> Well-Private Company |
| <input type="checkbox"/> Well- Shared | <input type="checkbox"/> Other | <input type="checkbox"/> Cistern | <input type="checkbox"/> Community | <input type="checkbox"/> Lake Water | <input type="checkbox"/> Low-Flow Fixtures |
| <input type="checkbox"/> None | <input type="checkbox"/> Not Connected | <input type="checkbox"/> Pond | <input type="checkbox"/> River | <input type="checkbox"/> Shared | <input type="checkbox"/> Spring |
| <input type="checkbox"/> Stream Water | <input type="checkbox"/> Well | | | | |

*Sewer

- | | | | | | |
|--|---|---|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Septic-Mechanical | <input type="checkbox"/> Septic-Private | <input type="checkbox"/> Septic-Shared | <input type="checkbox"/> Sewer-Public | <input type="checkbox"/> Sewer-Storm | <input type="checkbox"/> Holding Tank/s |
| <input type="checkbox"/> Overhead Sewers | <input type="checkbox"/> Other | <input type="checkbox"/> Aerobic Septic | <input type="checkbox"/> Community | <input type="checkbox"/> Lagoon | <input type="checkbox"/> Lift System |
| <input type="checkbox"/> None | <input type="checkbox"/> Not Connected | <input type="checkbox"/> Private | <input type="checkbox"/> Public | <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Shared |
| <input type="checkbox"/> Terre Du Lac | | | | | |

*Heat/Fuel

- | | | | | | |
|---|---|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electric | <input type="checkbox"/> Oil | <input type="checkbox"/> Propane | <input type="checkbox"/> Solar | <input type="checkbox"/> Forced Air |
| <input type="checkbox"/> Hot Water/Stream | <input type="checkbox"/> Baseboard | <input type="checkbox"/> Radiant | <input type="checkbox"/> Gravity Air | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Radiators |
| <input type="checkbox"/> Space Heater/s | <input type="checkbox"/> 2+ Sep Heating Systems | <input type="checkbox"/> Individual Controls | <input type="checkbox"/> Zoned | <input type="checkbox"/> Geothermal | <input type="checkbox"/> Other |
| <input type="checkbox"/> None | <input type="checkbox"/> Coal | <input type="checkbox"/> Wood Insert | <input type="checkbox"/> Wood | | |

Character of field name selection limits are indicated on the form in parentheses Required fields are denoted with an asterisk (*) Required fields for BNAR only are denoted with a double asterisk (**)

UTILITIES/GREEN

Green Supporting Documents

Yes No

HERS Index Score (Enter up to a three digit number that represents the analysis of a home's projected energy efficiency. HERS Index is a scoring system established by the Residential Energy Services Network.)

Energy/Green Building Rating Source

Energy Star Homes LEED-H Certified LEED-H Silver LEED-H Gold LEED-H Platinum NAHB Emerald
 NAHB Bronze NAHB Gold Chicago Green Homes Other Special Energy Feat Other Warranty Avail

Green Features

Photovoltaic/Solar Sys Pre-wired for PV/Solar Solar Hot Water Geothermal Heat/Cool Tankless Water Heater Enhanced Air Filter
 Low Flow Commode Low Flow Fixtures Native/Drought Resist. Rainwater Collect Sys Green Roof Other

Equipment

Humidifier Water-Softener Owner Water-Softener Rented Central Vacuum TV-Cable TV-Dish
 TV Antenna TV-Rotor Security System Intercom Fire Sprinklers CO Detectors
 Ceiling Fan Fan-Attic Exhaust Fan-Whole House Sump Pump Sprinkler-Lawn Air Cleaner
 Air Exchanger Backup Sump Pump Radon Mitigation Sys. Power Generator Multiple Water Heater

Gas Supplier

Nicor Gas Cilco Propane
 Ameren Other

Electric Supplier

Cornbelt Electric Ameren Cilco
 Commonwealth Edison Other

TAX/ASSESSMENTS

*Tax Year: _____

*Primary Parcel Tax Amount: _____

*Special Assessments

Yes No Unknown

*Assessment/Association Dues \$: _____

*Master Association Fee

Yes No

*Assessment Includes

Heat Air Conditioning Water Electric Gas Parking
 Tax Common Insurance Security Security System Doorman TV/Cable
 Clubhouse Exercise Facilities Pool Exterior Maintenance Lawn Care Scavenger
 Snow Removal Lake Rights Other None Wi-Fi Internet Access

Tax Exemptions

Homeowner Senior Senior Freeze
 Other None

*Special Service Area

Yes No Included in Tax Bill

*Frequency

Annual Monthly Quarterly
 Voluntary Not Applicable

Coop Annual Tax Deduction: _____

OFFICE/SALES INFORMATION

*Listing Type

Exclusive Right to Sell Exclusive Agency

*Broker Owned/Interest

Yes No

*Hold Earnest Money

Yes No

Lockbox Type

Sentrilock Supra—Blue iBox Combination Box
 Metal Push Button None

Lockbox Location

Front Back Side
 Porch Garage None
 Other

*Showing Instructions (Maximum 4000 Characters—These instructions are displayed to other agents in connectMLS.)

*Cooperative Compensation

*Compensation Paid On

Gross Net



Character of field name selection limits are indicated on the form in parentheses Required fields are denoted with an asterisk (*) Required fields for BNAR only are denoted with a double asterisk (**)

OFFICE/SALES INFORMATION

***Additional Sales Information**

- Exceptions-Call List Office
 Exclusions-Call List Office
 List Broker Must Accompany
 Home Warranty
 Reserve Fee Required
 Association Rental
 Short Sale
 Court Approval Required
 Pre-Foreclosure
 REO/Lender Owned
 Corporate Relocation
 None

Broker Notices

- Offer verbally accepted
 Paperwork pending
 Rental Applications Accepted
 Relocation Signatures Pending
 Reloc. Sign. Pend-Veбал Accept.
 Multiple Offers Received
 Highest and Best
 Backup Offers Welcome
 Environmental Issues Exist
 Dangerous Conditions Exist
 Enter with Caution

***Management Company Name:** _____ ***Contact:** _____ ***Phone:** _____

***Possession**

- Closing
 Immediate
 Lease Back Required
 Negotiable
 Prior to Closing
 Specific Date
 Tenant's Rights
 Other
 Harvest Rights
 Close Plus 30 Days
 Upon Completion
 Lease Out Stand
 Possession Other Hm
 To Be Constructed
 Under Construction

Sale Terms

- Conventional
 FHA
 VA
 Assumption-Conv
 Assumption-FHA
 Assumption-VA
 Release Required
 Contract (Articles)
 Lease/Purchase
 Owner May Help
 Purchase Money Mtg
 Rent w/ Option
 Rewrite/Blend
 Trade/Exchange
 Cash Only
 Other

List Broker Additional Info: _____ ***Owner's Name:** _____ **Owner's Phone:** _____

Broker Private Remarks (Maximum 4000 Characters—The Broker Private Remarks field is reserved to communicate information about the property to other agents.)

***Secure Showing Instructions** (Maximum 512 Characters—These instructions cannot be seen by other agents in connectMLS and will be transferred to the ShowingTime program.)

MEDIA

***Order a Virtual Tour**

- Imagemaker 360
 Imagemaker 360 + Realtor.com
 None

***Internet Listing**

- Yes
 No

***Remarks on Internet?**

- Yes
 No

***Property Address on Internet?**

- Yes
 No

***VOW Comments/Reviews**

- Yes
 No

***VOW AVM**

- Yes
 No

***Are any property photos virtually staged?**

- Yes
 No



Listing Change Form
Gates & Gables Company
 833-MLS-ONLY (833-657-6659)
 Documents@GatesandGablesChoice.com

Seller(s) Name: _____ MLS Number: _____

Property Address: _____

Contact Number: _____ Email: _____

Type of Change:

- Price Change Current Price _____ New Price _____
 - Cancel Listing Effective Date _____
 - Open House Date of Open House _____ Start Time _____ End Time _____
 - Other Specify change to be made: _____
 - Listing Description (Fill in information below)
 - Remarks (Fill in information below)
- _____

Status Change:

Accepted Offer: Date _____ Sale Price _____ Date Closed _____

Type of Offer:

- | | | | | | | |
|----------------------------------|----------------------------------|--------------------------------|---------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> CONV30 | <input type="checkbox"/> CONV15 | <input type="checkbox"/> FEDVA | <input type="checkbox"/> STVA F | <input type="checkbox"/> HA15 | <input type="checkbox"/> FHA30 | <input type="checkbox"/> ARM |
| <input type="checkbox"/> PRIVATE | <input type="checkbox"/> OWN-FIN | <input type="checkbox"/> CASH | <input type="checkbox"/> WHEDA | <input type="checkbox"/> ASUMFHA | <input type="checkbox"/> ASUMVA | <input type="checkbox"/> Other |
- Back on Market _____
- Active with Offer _____
- Remove Active with Offer _____

 Sellers Printed Name

 Date

 Seller's Signature

An email confirmation will be sent once changes have been made.
 Changes will be made within 24 hours of being received, please allow up to 72 hours for MLS to update the changes.



Order Form

Gates & Gables Company
833-MLS-ONLY (833-657-6659)
Orders@GatesandGablesChoice.com

Property Address: _____

Phone Number: _____ Email Address: _____

Gates and Gables Company has the following options available for purchase that can be added to any package as an “add-on” before and or after initial package purchase. Once you select your add-on’s and submit the form you will be sent an invoice and within 48 hours of payment completion your extras will be processed.

Options available for purchase: (checkmark all that apply):

Yard Signs:

Additional Yard Signs \$40
Open House Sign \$40
Professional Installed Yard Sign \$15

Photography Services & Options:

Professional Photography (10 photos) \$150
Additional 5 Photos (seller provided) \$15
Additional 5 Professional Photos \$30

Floor Plan Services:

Floor Plans \$145
Interactive Floor Plan (add on to floor plan) \$35

3D Tour Services:

3D Tour (up to 2,000 sq. ft.) \$225
3D Tour (additional 500 sq. ft.) \$30
3D Tour & Interactive Floor Plan (unlimited sq. ft.) \$325

Drone & Video Options:

Upload of Drone (provided by Seller) \$125
Upload of Video (provided by Seller) \$125
Professional Aerial Drone Photography \$275
Professional Drone Video & Photos \$375

Virtual Staging Options:

Virtual Staging – Twilight (1 photograph) \$30
Virtual Staging – Paint (1 photograph) \$65
Virtual Staging – Stage (1 photograph) \$85

Additional Advertising Opportunities:

Open House Advertising \$20
Additional MLS Listing (IL/WI) \$200
Rental Listing \$149

Lockbox Options:

Combination Lockbox \$45
Electronic Lockbox \$200 (\$100 fee & \$100 refundable deposit)

Convenience Items:

Appointment Setting Service \$85
Brochure Box \$20
Printable Color Flyer \$20

Sellers Printed Name

Date

Seller’s Signature

Email Completed Forms to: Orders@GatesandGablesChoice.com



Renewal Form
Gates & Gables Company
833-MLS-ONLY (833-657-6659)
Orders@GatesandGablesChoice.com

Property Address: _____

Phone Number: _____ Email Address: _____

I elect to upgrade my Package to the following and pay the corresponding upgrade fee: ("Package Upgrade")

Please Select from the following:

- Renew Land Package (Renewal Fee \$99 - \$50 in Savings)
- Renew Basic Package (Renewal Fee \$199 - \$50 in Savings)
- Renew Premium Package (Renewal Fee \$349 - \$50 in Savings)
- Renew Premium Plus Package (Renewal Fee \$549 - \$150 in Savings)

I understand that by Renewing I accept Flat Fee Terms and acknowledge and agree to be bound by same.

Sellers Printed Name

Date

Seller's Signature

Once you renew and submit the completed form you will be sent an invoice and within 48 hours of payment completion your renewal will be processed.

Email Completed Forms to: Orders@GatesandGablesChoice.com



Package Upgrade Form
Gates & Gables Company
833-MLS-ONLY (833-657-6659)
Orders@GatesandGablesChoice.com

Property Address: _____

Phone Number: _____ Email Address: _____

I elect to upgrade my Package to the following and pay the corresponding upgrade fee: ("Package Upgrade")

Please Select from the following:

- Upgrading from Basic Package to Premium Package (Upgrade Fee \$150)
- Upgrading from Basic Package to Premium Plus Package (Upgrade Fee \$450)
- Upgrading from Premium Package to Premium Plus Package (Upgrade Fee \$300)

I understand that this Package Upgrade may change the terms and conditions that applied to my previous package and by signing below, I confirm the information provided above is accurate, true and complete and accept Flat Fee Terms and acknowledge and agree to be bound by same.

Sellers Printed Name

Date

Seller's Signature

Once you select your Package Upgrade and submit the completed form you will be sent an invoice and within 48 hours of payment completion your upgrade will be processed.

Email Completed Forms to: Orders@GatesandGablesChoice.com