

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 land I might have at end of cul de sac with wooded lot and near transportation and your Land might meet all of my criteria however because you didn't put it was a wooded lot then you wouldn't show up in my search.
- 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!



Gates & Gables Choice Land Listing Form | Page 1 of 5 Character or field name selection limits are indicated on the form in parentheses Required fields are denoted with an asterisk (*) Do Not Abbreviate

*Street Number Compass Point Street Number Note: Where City=Chicago, Compass Point is required AVE-Avenue; BLVD-Boulevard; CIR-Circle; CT-Court; DR-Drive; HWY-Highway; LN-Lane; PKWY-Parkway; PL-Place; PLZ-Plaza; PT-Point; RD-Road Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffixe Post Directional (Where applicable, add either N, NE, S, SW, etc. for a post directional, i.e. 123 Adams Drive W) Subdivision Lot Number City Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffixe-Blank PCounty Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffixe-Blank PCounty Street Suffixe-Blank PCounty Post Directional (Where applicable, add either N, NE, S, SW, etc. for a post directional, i.e. 123 Adams Drive W) Subdivision Lot Number PLA Point Province PLA Point Province PLA Point Province PLA Point Province PLA Point Place; PLA Point; RD-Road PLA Point; RD-Road Place; PLA Point; RD-Road Place; PLA Point; RD-Road	nd; SQ-Square; ST- nber zip4-optional
*Street Number Note: Where City=Chicago, Compass Point is required *Street Suffix AVE-Avenue; BLVD-Boulevard; CIR-Circle; CT-Court; DR-Drive; HWY-Highway; LN-Lane; PKWY-Parkway; PL-Place; PLZ-Plaza; PT-Point; RD-Ros Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffix=Blank Post Directional *City *City *State *Zip - *County *Township *Township *Corporate Limits of -or- Unincorporated Grid # KIFAR Only *Expiration Date If Rental Price entered, *Rental Unit *SF-Sq. Ft. Annual; AC-Acres Annual; MO-Monthly; AN-Annual	nber zip4-optional
*Street Suffix AVE-Avenue; BLVD-Boulevard; CIR-Circle; CT-Court; DR-Drive; HWY-Highway; LN-Lane; PKWY-Parkway; PL-Place; PLZ-Plaza; PT-Point; RD-Ros Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffix=Blank Post Directional (Where applicable, add either N, NE, S, SW, etc. for a post directional, i.e. 123 Adams Drive W) Subdivision Lot Nune *City *State *Zip - *County *State *Zip - *County *Illinois Counties: All Counties Listed Online Indiana Counties: Jasper; Lake; LaPorte; Newton; Porter Wisconsin Counties acine; Walworth County Not Specified Here = Other *Township *Corporate Limits of -or- Unincorporated Grid # *** *Expiration Date *** *Expiration Date *** If Rental Price entered, *Rental Unit SF-Sq. Ft. Annual; AC-Acres Annual; MO-Monthly; AN-Annual	nber zip4-optional
*Street Suffix AVE-Avenue; BLVD-Boulevard; CIR-Circle; CT-Court; DR-Drive; HWY-Highway; LN-Lane; PKWY-Parkway; PL-Place; PLZ-Plaza; PT-Point; RD-Rose Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffix=Blank Post Directional *City *County *State *Zip - Illinois Counties: All Counties Listed Online Indiana Counties: Jasper; Lake; LaPorte; Newton; Porter Wisconsin Counties Racine; Walworth County Not Specified Here = Other *Township Grid # KIFAR Only *Expiration Date If Rental Price entered, *Rental Unit *SF-Sq. Ft. Annual; AC-Acres Annual; MO-Monthly; AN-Annual	nber zip4-optional
*County *County *Illinois Counties: All Counties Listed Online Indiana Counties: Jasper; Lake; LaPorte; Newton; Porter Wisconsin Counties *Township *Corporate Limits of -or- Unincorporated Grid # KIFAR Only *Expiration Date	zip4-optional
*County Illinois Counties: All Counties Listed Online Indiana Counties: Jasper; Lake; LaPorte; Newton; Porter Wisconsin Counties *Township	
*Township *Corporate Limits of -or- Unincorporated Grid # **Ist Price *Expiration Date	ss: Kenosha;
Grid # KIFAR Only *List Price *Expiration Date	
*Expiration Date	
If Rental Price entered, *Rental Unit SF-Sq. Ft. Annual; AC-Acres Annual; MO-Monthly; AN-Annual	
GENERAL INFORMATION	
*Directions (Maximum 164 characters)	
Start from a major intersection/street - Use Compass Points (i.e. N, E, S, W) for directionals	
Coordinates (Required where City=Chicago) North South East We	est
Subdivision	
Schools Information	
*Elementary District # Elementary School	
2nd/Alternate Elementary School	
*Jr High/Middle District # Jr High/Middle School	
2nd/Alternate Jr High/Middle School	
*High District # High School	
2nd/Alternate High School	
Zhu/Alternate riigh School	
Other Public District # Other Public School	
Other Public District # Other Public School	
Other Public District # Other Public School	

LAND/DEVELOPMENT INFORMATION

*Lot Dimensions						Acreage	
Approx. Land Squa	re Footage	*Zoning Agric-Agi Commr- Indus-Ind Multi-Mi	riculture PMD-F Commercial PUD-P dustrial SINGL-	Planned Manufactur Planned Unit Develop -Single Family R-Other	ring District	e. R-2, B-2, etc.)	
*Front Footage		Total Listed Lots Availa	able	*Farm	Y/N	*Building(s) on Land	Y/N
B: .2549 Acres	8.0 - 9.99 Acres L: Stand 5.0 - 9.99 Acres ourposes ONLY)	9.99 Acres B: Dairy Acres C: Grain lized Chicago Lot D: Hobby ard Chicago Lot E: Hog	F: Horse A: G: Mixed B: H: Nursery C: C: D: Truck D: J: Other E: F	Common Grounds Cleared Dimensions to Center of Road Flag Lot	F: Flood Plain G: Floodway I: Horses Allowed JI: Irregular K: Landscaped Professionally	M: Level T: Terracee O: Pasture U: Tillable P: Pond/Lake W: Wetlar O: Rolling Rural R: Sloping Y: Walk-Ou	d(s) i
B: Chain of Lakes Frontage C: Channel Front E: Corner F: Cul-De-Sac I: Forest Preserve Adjacent J: Golf Course Lot JI: Nature Preserve Adjacent	J2: Wetlands Adjacent M: Lake Front O: Legal Non-Conformi P: Paddock Q: Park Adjacent S: River Front V: Water View	□ B: □ C: □ D: □ E: □ F: □ G:	Children's Play Yard Club House Curbs & Gutters Dock-Community Fencing Garbage Removal Horse-Community Barn	H: Horse Ridi I: Horse Ridi J: Landing St K: Lawn Care L: Lighting/Ex M: Park/Play, N: Pond/Lake	ng Trails P: Se rip Q: Si e R: Sr kterior S: Sto ground (A	curity Entrance (Below Gr	ound) urt(s)
Building Improvemen A: 2 or More Barns B: Second House C: Barn D: Barn Cleaner E: Buildings-No House F: Box Stalls G: Complete Set of Buildings H: Corn Crib(s) I: Garage(s) J: Grain Dryer(s) K: Greenhouse(s) L: House M: House & Out Buildings	N: House Trailer O: Indoor Arena P: Machine Shed(s) Q: Metal Building(s) R: Milking Parlor S: Outdoor Arena T: Paddock U: Pen(s) V: Pole Building(s) W: Silo(s) X: Stanchions Y: Other Z: No Existing Structure	* Current Use A: Agricultural/Land Only B: Agricultural/With Buildings C: Commercial D: Conditional Use E: Condominium F: Estate G: Industrial/Manufacturing H: Legal Non-Conforming I: Liquor License J: Mobile Home K: Non-Conforming L: No Development Status	M: Office & Research N: Planned Unit Dev O: Platted P: Recreational O: Residential-Estate R: Residential-Mul D: Retail U: Special Use V: Zoning Change Re W: Other	h A. velopment B. C: D: Litt-Family F. E Family G. H: Lequired D. K:	otential Use Agricultural/Land Only Agricultural/With Build Commercial Conditional Use Condominium Estate Industrial/Manufacturin Legal Non-Conforming Liquor License Mobile Home Non-Conforming No Development Status	lings N: Planned Unit Developme O: Platted PP: Recreational Q: Residential-State R: Residential-Multi Famil T: Retail U: Special Use O: Zoning Change Required W: Other	y

Location		Known Existing Liens	Seller Needs	Seller Will	Ownership Type
A: Central Business District	K: Mixed Use Area	A: Air/Mineral Rights Excluded	A: Acquire Other Equity	A: Add Cash	A: Corporation
B: Channel Front C: Commercial Industrial Park	L: Office Park M: Out Lot of Shopping Ctr	■B: First Mortgage ■C: Mechanics Lien	■ B: Cash ■ C: Cash and Paper	B: Add Existing PaperC: Add Management	B: General Partnership C: In Acquisition
LD: Corner	■N: Park Adjacent	D: None Known	D: Debt Relief	D: Add Other Equity	D: Individual
☐ E: Cul De Sac	O: River Front	E: Option to Lease F: Option to Purchase	E: New Opportunity	E: Create Paper F: Guarantee Income	E: Land Trust F: Leasehold
F: Forest Preserve Adjacent G: Golf Course Lot	☐P: Shopping Mall☐Q: Shopping Strip	G: Recaptures Due	F: Out of Management G: Out of Partnership	G: Joint Venture	G: Limited Partnership
☐ H: Industrial Area	R: Water Front	H: Right of First Refusal	☐H: Paper	H: Lease Back	H: Sole Proprietor
☐ I: Industrial Park ☐ J: Lake Front	☐S: Water View	Ti. Second Wordsage	I: Passive Investment J: Tax Benefits	I: Master Lease J: Will Divide	L: Other
J. Lake Holic		J: Tax Lien K: Third Mortgage	✓ K. Tay Deferred Eychange	K: Other	
		L: Other	L: Other		
*Frontage/Access	_	*Road Surface	Rail Availability	Tenant Pays	_
= =		A: Asphalt B: Brick	A: Mainline B: Potential	A: Air Conditioning B: Common Area Maintenand	I: Property Insurance ce I: Repairs & Maintenance
	ate Road	C: Concrete	C: Siding	C: Electric	K: Roof
		D: Dirt E: Gravel	D: Spur E: None	D: Farm Supplies E: Heat	L: Scavenger M: Structure
F: On Airstrip M: O		F: Tar & Gravel	E. NOIC	F: Janitorial	N: Tax Steps
☐G: Private Road	Ļ	G: Other H: None		G: Operating Steps H: Real Property Taxes	O: Water/Sewer P: Other
Minimum Require	ے ed Sq. Ft. by Covenant-1		Minimum I	Required Sq. Ft. by Cov	_
-		-	· · · · · · · · · · · · · · · · · · ·	nequired 3q. 1t. by cov	chant 2 Story
Ot	her Minimum Required	•	atalus od		
_			rcial Use Only		
Lease Type	N-Net; M-Modified Gross; G-Gr	oss Loans		Equity	
HOUSE FEATURI					
	l only display if Building on Lai	nd=Y and Building Improvement	s=L (House		A: Full; B: Half;
# Rooms	# Bedrooms (All Level	•	# Half Baths	Master Bedroom E	C: Shared; N: None
Basement	A-Full; B-Partial; C-Walkout;Basen D-English; N-None	nent Bathrooms Y/N	# Fireplaces	Parking Type	G: Garage(s); S: Space(s); N: None
Garage Type	A: Attached; B: Detached; N-None	. #	Garage Spaces	# of Exterior	Parking Spaces
Type of House	_	Style of House (Maxim	um of 1 Selection)	_	_
A: 1 Story F: Coach Ho B: 1.5 Story G: Earth		A: American 4-Sq. ☐ F: Colonial B: Bi-Level ☐ G: Contemp		O: Mediterranean/ S: Ral	nch X: Tudor w House Y: Victorian
C: 2 Stories H: Hillside		C: Brownstone H: Cottage	L: Georgian	☐P: Prairie ☐U: Sto	ep Ranch Z: Other
D: 3 Stories I: Raised Ra E: 4+ Stories J: Split Level		D: Bungalow I: English E: Cape Cod J: Farmhou	M: Greystone se N: Log	Q: Quad Leve V: Tra R: Queen Anne W: Tr	aditional AA: Mid Level
Basement Descript	_	<u>-</u>	erior Building Type	In december	. 2010.
	: Sub-Basement	_	Aluminum Siding B: Brick	☐G: Glass ☐L: Sto	one P: Limestone
B: Partially Finished	: Slab B: Concrete	☐ G: Other ☐ A2: \	/inyl Siding ☐C: Cedar	☐H: Log ☐M: M	/arble/Granite
	Exterior Access C: Concrete Other D: Steel		Steel Siding D: Frame uminum/Vinyl/	☐I: Masonite ☐ N: C ☐I: Shakes ☐ O: A	
	l: None	St	eel Siding F : EIFS (e.g.	Dryvit) K: Stucco Si	iding
UTILITIES		(IVIa)	ximum of 3 Selections) (F	ields in red are for Search purpo	ses UNLY)
Air Conditioning	Heat/Fuel	_	*Utilities to Site	-	-
☐A: Central Air ☐B: Partial		Radiant P: Zoned Gravity Air Q: Other	A: Electric Nearby B: Electric to Site	I: Septic-Mechanical J: Septic-Private	Q: Water to Site R: Well-Community
C: Space Pac D: 1 Window/Wall Unit	□c: Oil □κ:	Heat Pump R: None	C: Gas Nearby	K: Septic System Required	S: Well-Private
D: 1 Window/Wall Unit E: 2 Window/Wall Units		Radiators : Space Heater(s)	☐ D: Gas to Site ☐ E: Holding Tank(s)	L: Sewer-Storm Available M: Water-Community	T: Well-Private Company
G: 3+ Window/Wall Units		2+ Separate Heating	F: Holding Tank Required	N: Water-Municipal	U: Well-RequiredV: Well-Shared
H: Zoned	☐G: Hot Water/Steam	Systems Individual Controls	G: Sanitary Sewer Nearby H: Sanitary Sewer to Site	O: Water Nearby	W: None
TAX/ASSESSMEI	— II. bascbourd	Tridividual Controls	In. Sanitary Sewer to Site	P: Water-Private Company	
			H-Homeowner;	S-Senior:	L Assassments Y/N/U
*Tax Year	*Taxes	(\$) Tax Exempt	F-Senior Freeze	; o -Other; N -None *Specia	I Assessments Y/N/U
Additiona	I PIN #1	1	Taxes #1	(\$)	(Up to 99 additional PIN #'s can be added)
Additiona	I PIN #2	7	Taxes #2	(\$)	
Additiona	I PIN #3	1	Taxes #3	(\$)	
LEGAL DESCRIPTION	Maximum 250 char	acters *CCAR Members Only			
*Special Service	Area y_yec· N_N	o; T -Incl in Tax Bill	*If	Special Service Area=Y, ei	nter fee (\$)
OFFICE/SALES IN			, , , , , , , , , , , , , , , , , , ,	,	(4)
*Listing Type	E-Exclusive Right to Sell;	X-Exclusive Agency *A	gent Owned/Interest	Y/N	
Lock Box Type	F-Combination; O Other;		gama a microst	.,	
1	Ons (Maximum 100 characte				
	. ,				

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*Cooperative Compensation (Maximum 100 characters)

Owner's Phone

*Compensation Paid on	G-Gross Sale/Rented Price *Special N-Net Sale/Rented Price	l Compensation Info		Required; M -Bonus; S -Short Sale; -Variable; N -None
*Back-Up Package	Y/N			
*Additional Sales Information	Backup In	formation		
□ B: Exclusions-Call List Office □ C: List Agent Must Accompany □ D: Home Warranty □ D: REO/L □ K: Restr	Lender Owned icted Builder Dr. Assessments Drate Relocation C: Appraisal Dr. Assessments Dr. A	I: Easements s Unpaid J: Engineering Repo	N: Leases-Copies O: Legal-Description	R: Soil Borings S: Soil Map T: Soil Suitability Tes U: Survey, Existing V: Tax Bill W: Title Report
*Possession	S	Sale Terms		
A: Closing	thts GB GC ts GD		se Required K: Purchase act (Articles) L: Rent w/Oped M: Rewrite/E	Money Mortgage P: Other otion Q: Land/Lease
B: Paperwork pending	D: Relocation signatures pending - verl E: Multiple offers received F: Highest and best called for	☐H: Enviro	p offers welcome inmental issues exist rous conditions exist with caution	
*Owner's Name - OR - "Ow	ner of Record"			

Secure ShowingAssist Instructions	(Maximum 512 characters)	(ShowingAssist	data entered in this	field ONLY	displays to the Listing	Agent/Listing Office)
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NOTE: Per MRED Rules, a Front Exterior Photo/Image MUST BE provided on all properties within 7 days of the listing being added to the system

*Are any property photos virtually staged? Y/N

*Internet Listing Y/N *Remarks on Internet? Y/N *Property Address on Internet? Y/N

*VOW Comments/Reviews? Y/N *VOW AVM? Y/N

Comments (Maximum 100 characters)



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 H	louse	Start Time		End Time		
Other	Specify change	to be made:					
Listing Description (Fill in information	below)					
Remarks (Fill in info	ormation below)						
Status Change:							
Accepted Offer:	Date	Sale Price_	Date Clos	ed			
Type of Offer:							
CONV30	CONV15	FEDVA	STVA F	HA15	FHA30	ARM	
PRIVATE	OWN-FIN	CASH	WHEDA	ASUMFHA	ASUMVA	Other	
Back on Market							
Active with Offer		_					
Remove Active with (Offer						
Remove Active with C							
Sellers Printed Name	2			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@Gates and Gables Choice.com

Property Address:	
Phone Number:	Email Address:
Gates and Gables Company has the following options ava an "add-on" before and or after initial package purchase. will be sent an invoice and within 48 hours of payment co	Once you select your add-on's and submit the form you
Options available for purchase: (checkmark all t	hat apply):
Yard Signs: Additional Yard Signs \$40 Open House Sign \$40 Professional Installed Yard Sign \$15	Virtual Staging Options: Virtual Staging – Twilight (1 photograph) \$30 Virtual Staging – Paint (1 photograph) \$65 Virtual Staging – Stage (1 photograph) \$85
Photography Services & Options: Professional Photography (10 photos) \$150 Additional 5 Photos (seller provided) \$15 Additional 5 Professional Photos \$30	Additional Advertising Opportunities: Open House Advertising \$20 Additional MLS Listing (IL/WI) \$200 Rental Listing \$149
Floor Plan Services: Floor Plans \$145 Interactive Floor Plan (add on to floor plan) \$35	Lockbox Options: Combination Lockbox \$45 Electronic Lockbox \$200 (\$100 fee & \$100 refundable deposit
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	Convenience Items: Appointment Setting Service \$85 Brochure Box \$20 Printable Color Flyer \$20
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	
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@Gates and Gables Choice.com

Property Address:						
Phone Number:Email Address:						
I elect to upgrade my Packag	ge to the following and pay the	corresponding upgrade fee: ("Pac	kage Upgrade")			
Please Select from the follow	ing:					
Renew Land Package	e (Renewal Fee \$99 - \$50 in Savir	ngs)				
Renew Basic Packag	e (Renewal Fee \$199 - \$50 in Sav	rings)				
Renew Premium Pac	ckage (Renewal Fee \$349 - \$50 in	n Savings)				
Renew Premium Plu	ıs Package (Renewal Fee \$549 - \$	150 in Savings)				
I understand that by Renew	ring I accept Flat Fee Terms and a	acknowledge and agree to be bou	nd 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