Gates \& Gables

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# 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 $\left({ }^{*}\right)$ 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.

象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.

畳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!

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

## |BAASICLISTIING INFORRIVAIIION

*Area
*Parcel Number
Multiple PIN Numbers
$\mathrm{Y} / \mathrm{N}$
(Enter additional PIN numbers and tax amounts under Tax/Assessment)


## 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 West 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 |
| Other Public District \# | Other Public School |

*Ownership
*General Information

CD-Condo; FS-Fee Simple; HA-Fee Simple w/H.O. Assn.
 B: Commuter Bus C: Commuter Train
 F: Flood Zone (Partial)
*Waterfront Y/N

I: Historical District
O: Assisted Living Services for a fee

## LAND/DEVELOPMENT INFORMATION




For Commercial Use Only


LEGAL DESCRIPTION Maximum 250 characters *CCAR Members Only


| *Compensation Paid on | G-Gross Sale/Rented Price * Special Compensation Info N-Net Sale/Rented Price | C-Court Approval Required; M-Bonus; S-Short Sale; Z-Exception(s); V-Variable; N-None |
| :---: | :---: | :---: |
| *Back-Up Package | Y/N |  |


*Owner's Name - OR - "Owner of Record"

Owner's Phone

## |MEDIA

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? $\quad \mathrm{Y} / \mathrm{N}$

| $*$ | *Internet Listing | Y/N | *Remarks on Internet? | Y/N | *Property Address on Internet? | Y/N |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |

Comments (Maximum 100 characters)

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## Listing Change Form

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Documents@GatesandGablesChoice.com

Seller(s) Name: $\qquad$ MLS Number: $\qquad$

Property Address: $\qquad$

Contact Number: $\qquad$ Email: $\qquad$
Type of Change:


## Status Change:



Type of 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.

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## Order Form

## Gates \& Gables Company 833-MLS-ONLY (833-657-6659) <br> Orders@GatesandGablesChoice.com

Property Address:
Phone Number: $\qquad$ Email Address: $\qquad$

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

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

## 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

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## Renewal Form

## Gates \& Gables Company

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Orders@GatesandGablesChoice.com

Property Address: $\qquad$
Phone Number: $\qquad$ Email Address:

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

Please Select from the following:
$\square$ 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.

