





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



General

Address

Address N/S/E/W Street Name Unit #/Addtl Addr County Municipality (Taxing Municipality) State Zip Code + Four

Main Fields

Tax Key Number as it appears in Tax Data Parcel 2,3,4 (Addtl Tax Keys For Sale) List Price Coordinates N/S E/W Flood Plain Y/N/P/U Taxes (Net General) Taxes as of Year

Lot Description Est Acreage Source Zoning Listing Date (MMDDYY) Expiration Date (MMDDYY) Subagent Commission Buyer Agent Commission Broker Owned Y/N

Named Prospects Y/N Electronic Consent Y/N Exclusive Agency Contract Y/N Variable Commission Y/N Limited/Unserviced Listing Y/N Owner's Name Property PIN Type (BUS/COM/IND) For Lease Only (L) For Sale Only (S) For Sale or Lease (B)

Est Tot Sq Ft Source Parking Est Year Built Source Occupied Y/N

Directions:

Showing Info:

Public Remarks:

Private Remarks:

Inclusions:

Exclusions:

- Source Codes**

 1. Appraiser
 2. Blueprint
 3. Broker or Agent
 4. Builder
 5. Developer
 6. Other
 7. Plat Map
 8. Public Record
 9. Seller
 10. Survey

Details

Lease Amount per MO/YR Name of Business Year Established Industrial Park Name Scheduled Gross Income

Average Rent/ Gross Square Foot Operating Income Total Operating Expense Net Operating Income

Export

Exclude from internet Address Excluded from VOW Listing Not Used in AVMs Not Allow Comments on VOW

01. TYPE COMMERCIAL (R)

1. Retail
2. Wholesale
3. Office(s)
4. Warehouse
5. Recreation
6. Special Purpose
8. Professional Service
9. Manufacturing
07. Other

03. TYPE INDUSTRIAL (R)

1. Storage
2. Storage Warehouse
3. Special Purpose
4. Other

04. LOCATION (R)

1. Corner
2. Industrial Park
3. Shopping Center
4. Free Standing
5. Business District
6. Near Public Transportation
7. Other

05. # OF STORIES (R)

1. 1
2. 2
3. 3
4. 4
5. 5 - 10
6. 11 - 20
7. 21 or More

06. PROXIMITY TO HWY (R)

1. 0 - 1 Mile
2. 1 - 3 Miles
3. 3 - 5 Miles
4. 5 - 7 Miles
5. 7 - 10 Miles
6. 10 + Miles
7. Other

07. ROAD FRONTAGE (R)

1. None
2. Unimproved
3. Private Road
4. Town/City Road
5. State Road
6. Interstate
7. High Visibility
8. Paved Road
9. Paved Lot
10. Waterfrontage
11. Mall Frontage
12. Near Public Transportation
13. Frontage Road to Hwy/Street

08. EXTERIOR (R)

- MAIN**
1. Brick
 2. Stone
 3. Wood
 4. Aluminum
 5. Steel
 6. Vinyl
 7. Asbestos/Asphalt
 8. Stucco/Slate
 9. Masonite/Pressed Board
 21. Fiber Cement

EXTERIOR Continued

- PARTIAL**
10. Brick
 11. Stone
 12. Wood
 13. Aluminum
 14. Steel
 15. Vinyl
 16. Asbestos/Asphalt
 17. Stucco/Slate
 18. Masonite/Pressed Board
 19. Aluminum Trim
 22. Fiber Cement
 20. Other

09. ROOFING (R)

1. Composition
2. Wood
3. Tile
4. Rubber
5. Tar/Gravel
6. Metal
7. Other

10. AVG CEILING HEIGHT (R)

1. Less than 8'
2. 8' - 10'
3. 11' - 15'
4. 16' - 20'
5. 21' - 30'
6. More than 30'

11. TRUCK DOOR HEIGHT (R)

1. No Truck Door
2. Less than 6'
3. 6' - 8'
4. 9' - 12'
5. 13' - 15'
6. 16' - 20'
7. Over 20'

12. HEATING/COOLING (R)

1. None
2. Natural Gas
3. Propane Gas
4. Electric
5. Oil
6. Solar
7. Wood/Coal
8. Central Air
9. Wall/Sleeve Air
- TYPE**
10. Forced Air
11. Gravity
12. Hot Water/Steam
13. Heat Pump
15. Individual Heating Units
14. Other

13. TERMS/MISC

1. Land Contract
2. Owner May Assist
3. Rent/Option to Buy
4. 1031 Exchange
5. In foreclosure / REO
6. Short Sale
7. Auction

14. WATER/WASTE (R)

1. Municipal Water
2. Municipal Sewer
3. Community Shared Well
4. Private Well
5. Private Shared Well
6. Point Well
7. Septic System
8. Mound System
9. Holding Tank
10. Other
11. None

15. MUNICIPALITY (R)

1. City
2. Town
3. Village

16. MISCELLANEOUS (R)

1. Security Equipment
2. Sprinkler System
3. Conveyor
4. Elevator
5. Freight Elevator
6. Loading Dock
7. Roof Sign
8. Pole Sign
9. Fixtures
10. Furniture
11. Carpeting
12. Paneling
13. Compressor
14. Fuel Tanks
15. Display Window
16. License Included
17. Rest Rooms
18. 220 Volt Power
19. 440 Volt Power
20. Inventory Included
21. Recreation Facilities
22. Inside Storage
23. Outside Storage
24. Traffic Count Available
25. Railroad Siding
26. Living Space Available
27. Handicap Access
28. Handicap Equipped
30. Security Lighting
31. Offices
32. Fenced Yard
29. Other

17. OCCUPIED (R)

1. Vacant
2. Under 10% Vacant
3. 10% - 20% Vacant
4. Over 20% Vacant
5. Not Vacant
6. Owner Will Lease Back

18. BASEMENT (R)

1. Full
2. Partial
3. Crawl Space
4. Walk Out/Outside Entrance
5. Block
6. Poured Concrete
7. Brick
8. None

19. EXPENSES INCLUDE (R)

1. None
2. Legal
3. Accounting
4. Advertising
5. Licenses
6. Permits
7. Insurance
8. Property Management
9. Payroll
10. Taxes-Personal Property
11. Maintenance
12. Services (All)
13. Supplies
14. Utilities
15. Reserve For Replacement
16. Miscellaneous
17. Other

20. DOCUMENTS ON FILE (R)

1. Seller Condition Report
2. Tax Bill
3. Survey
4. Prior Title Policy
5. Abstract
6. Indep Inspection Report
7. Well Test
8. Septic Report
9. Flood Plain Letter
10. Appraisal
11. DILHR Inspection
12. Code Comp/Occp Permit
13. Leases
14. Deed Restrictions
15. Zoning
16. Utility Cost
17. Personal Property Taxes
20. Green Disclosure Statement
21. Energy Efficiency Certified
22. Green Building Certified
25. Gross Operating Stmt
26. Net Operating Stmt
27. Equipment List
28. Inventory
29. P & L Statement
19. Other
20. Listing Contract
21. LC Amendment

22. OCCUPANCY (R)

1. Immediate
2. 1-15 Days
3. 16-30 Days
4. 31-45 Days
5. 46-60 Days
6. 61-90 Days
7. 91 Days or More
8. See Listing Broker

23. TYPE OF BUSINESS

1. Gas/Service Station
2. Nursing Home
3. Motel/Hotel
4. Restaurant
5. Tavern/Bar
6. Salon/ Barber Shop
7. Beer/Liquor
8. Campground
9. Grocery
10. Church
11. Other

24. LICENSES

1. Food
2. Liquor
3. Malt Beverage
4. Tobacco
5. Special Use
6. Cabaret
7. Other

25. SALE INCLUDES

1. Real Estate
2. Easements
3. Option(s)
4. Lease
5. Receivables
6. Corporation
7. Assets Only
8. Business Name
9. Customer List
10. Machinery
11. Rental Units
12. Outbuildings
13. Franchise
14. Covenant(s)
15. Other



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

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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
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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
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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