





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

**Gates & Gables Choicev TWO FAMILY PROFILE SHEET - Main Listing Data Fields: (Shaded areas, Directions, Showing Information and Remarks are optional).
General**



GATES & GABLES
Choice
REALTY

Address

Address _____ N/S/E/W _____ Street Name _____ 2nd Unit _____ County _____ Municipality (Taxing Municipality) _____ State _____ Zip Code + Four _____ Tax Key Number as it appears in Tax Data _____

Main Fields

Parcel 2,3,4 (Addtl Tax Keys For Sale) _____ List Price _____ Coordinates N/S _____ E/W _____ Flood Plain _____ Y/N/P/U _____ Conforming Use _____ Y/N/U _____ Taxes (Net General) _____ Taxes as of Year _____ Lot Size _____ Est Acreage / Source _____ Zoning _____

Listing Date (MMDDYY) _____ Expiration Date (MMDDYY) _____ Circle % or \$ Subagent Commission _____ Circle % or \$ Buyer Agent Commission _____ Bonus to Broker _____ 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 _____ # 1 Rooms _____ # 1 Bedrms _____ # 1 Full Baths _____ # 1 1/2 Baths _____ # 1 Square Footage _____ # 1 Heat _____ # 1 Electric _____ # 1 Rent/Month _____ # 1 Security Deposit _____ Mtm/Own _____ # 1 Lease Expiration _____ # 2 Rooms _____ # 2 Bedrms _____ # 2 Full Baths _____ # 2 1/2 Baths _____

Est. Year Built / Source _____ Est Total Sq Ft / Source _____ Garage Spaces _____ Garage Type Att/Det/None _____ Occ. Permit Required _____ Y/N _____ School District _____ High School _____

Middle School _____ Elementary School _____ Subdivision Name _____ Subd. Dues / Yr _____ Body of Water (Deeded Water Access or Water Frontage ONLY) _____

Directions: _____

Showing Info: _____

Public Remarks: _____

Private Remarks: _____

Inclusions: _____

- | Source Codes |
|---------------------|
| 01. Appraiser |
| 02. Blueprint |
| 03. Broker or Agent |
| 04. Builder |
| 05. Developer |
| 06. Other |
| 07. Plat Map |
| 08. Public Record |
| 09. Seller |
| 10. Survey |

Exclusions: _____

Rooms After room sizes: L=Level (Upper-Main-Lower)

Living/Great Rm 1 ___X___L___ Kitchen 1 ___X___L___ Master Bedroom 1 ___X___L___ Living/Great Rm 2 ___X___L___ Kitchen 2 ___X___L___ Master Bedroom 2 ___X___L___

Dining Room 1 ___X___L___ 2nd Bedroom 1 ___X___L___ 3rd Bedroom 1 ___X___L___ Dining Room 2 ___X___L___ 2nd Bedroom 2 ___X___L___ 3rd Bedroom 2 ___X___L___

Details

UNIT #2

Square Footage **Heat** **Electric** **Rent/Month** **Sec. Deposit** **Mtm/Own/Vac** **Lease Expiration**

Export

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

- | | | | | | | | |
|--|--|--|---|--|--|--|--|
| <p>01. TYPE (R)
 01. Townhouse
 02. Duplex/2 Story
 03. Bungalow/1.5 Story
 04. Side X Side Ranch
 05. In-Law/Guest Quarters
 06. 2 Houses on One Lot
 07. Waterfrontage on Lot
 08. Water Access/Rights
 09. New Construction
 10. Subdivision
 11. Association
 12. View of Water</p> <p>02. WATERFRONT/ACCESS
 01. Lake
 02. River
 03. Stream
 04. Creek
 05. Pond</p> <p>03. INCLUDED
 01. Pier
 02. Boat Slip
 03. Boat Ramp/Lift
 04. Buoy</p> <p>05. EXTERIOR (R)
 MAIN
 01. Brick
 02. Stone
 03. Wood
 04. Aluminum
 05. Steel
 06. Vinyl
 07. Asbestos/Asphalt
 08. Stucco/Slate
 09. Masonite/Pressed Board
 21. Fiber Cement</p> | <p>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</p> <p>07. GARAGE/PARKING (R)
 01. Parking Space
 02. Electric Door Opener
 03. Driveway Entrance
 04. Paved Driveway
 05. Alley Entrance
 06. Built-in (under Home)
 07. Carport
 08. None</p> <p>08. BASEMENT(R)
 1. Full
 2. Partial
 3. Crawl Space
 4. Walk Out/Outer Door
 5. Block
 6. Poured Concrete
 7. Brick
 8. 1/2 Bath
 9. Full Bath</p> | <p><i>BASEMENT Continued</i>
 11. Dual Entry
 12. None</p> <p>09. LEFT/LOWER - # 1
 01. Living Room
 02. Great Room
 03. Formal Dining Room
 04. Dining "L"
 05. Living/Dining Combo
 06. Dinette
 07. Family Room
 08. Laundry
 09. Florida Room
 10. Other</p> <p>10. RIGHT/UPPER - # 2
 01. Living Room
 02. Great Room
 03. Formal Dining Room
 04. Dining "L"
 05. Living/Dining Combo
 06. Dinette
 07. Family Room
 08. Laundry
 09. Florida Room
 10. Other</p> <p>11. BATH UNIT- # 1 (R)
 01. Off MBR
 02. Dual Entry Off MBR
 03. Tub Only
 04. Shower Over Tub
 05. Shower Stall
 06. Whirlpool
 07. Vanity
 08. Ceramic Tile
 09. Half on Lower
 10. Half on Main
 11. Half n Upper
 12. Full on Lower
 13. Full on Main
 14. Full on Upper
 15. None</p> | <p>12. BATH UNIT - # 2 (R)
 01. Off MBR
 02. Dual Entry Off MBR
 03. Tub Only
 04. Shower Over Tub
 05. Shower Stall
 06. Whirlpool
 07. Vanity
 08. Ceramic Tile
 09. Half on Lower
 10. Half on Main
 11. Half n Upper
 12. Full on Lower
 13. Full on Main
 14. Full on Upper
 15. None</p> <p>13. HEAT/TYPE - # 1 (R)
 01. Natural Gas
 02. Propane
 03. Electric
 04. Oil
 05. Solar
 06. Wood/Coal
 07. Individual Units
 08. One Furnace
 09. Forced Air
 10. Hot Water
 11. Heat Pump
 12. Gravity
 13. Space Heater
 14. Other</p> <p>14. HEAT/TYPE - # 2 (R)
 01. Natural Gas
 02. Propane Gas
 03. Electric
 04. Oil
 05. Solar</p> | <p><i>HEAT/TYPE -#2 Continued</i>
 06. Wood/Coal
 07. Individual Units
 08. One Furnace
 09. Forced Air
 10. Hot Water
 11. Heat Pump
 12. Gravity
 13. Space Heater
 14. Other</p> <p>15. TERMS/MISC
 01. Land Contract
 02. Owner May Assist
 03. Rent/Option to Buy
 04. 1031 Exchange
 05. In foreclosure / REO
 06. Short Sale
 07. Auction</p> <p>16. WATER/WASTE (R)
 1. Municipal Water
 2. Municipal Sewer
 3. Community Shared Well
 04. Private Well
 05. Private Shared Well
 06. Point Well
 07. Septic System
 08. Mound System
 09. Holding Tank
 10. Other</p> <p>17. TAX INCLUDES
 01. Trash Collection
 02. Sewer Charge
 03. Water Charge</p> <p>18. MUNICIPALITY(R)
 01. City
 02. Town
 03. Village</p> | <p>19. OWNER PAYS (R)
 01. None
 02. Electric
 03. Gas
 04. Water
 05. Sewer
 06. Heat</p> <p>20. TENANT PAYS (R)
 01. None
 02. Electric
 03. Gas
 04. Water
 05. Sewer
 06. Heat</p> <p>21. # OF METERS (R)
 01. Gas 0
 02. Gas 1
 03. Gas 2
 04. Electric 1
 05. Electric 2
 06. Other</p> <p>22. APPLIANCES - # 1 (R)
 01. Oven
 02. Range
 03. Refrigerator
 04. Disposal
 05. Dishwasher
 06. Microwave
 07. Trash Compactor
 08. Washer
 09. Dryer
 10. Water Softener
 11. Other
 12. None</p> <p>23. APPLIANCES - # 2 (R)
 01. Oven
 02. Range
 03. Refrigerator
 04. Disposal
 05. Dishwasher</p> | <p><i>Appliances - #2 Continued</i>
 06. Microwave
 07. Trash Compactor
 08. Washer
 09. Dryer
 10. Water Softener
 11. Other
 12. None</p> <p>24. MISC. - # 1 (R)
 01. Handicap Access
 02. Handicap Equipped
 03. Fuses
 04. Circuit Breakers
 05. 220 Volt
 06. Cable TV Available
 07. TV Antenna
 08. Natural Fireplace
 09. Gas Fireplace
 10. Electric/Artificial FP
 11. Woodburning Stove
 12. Fireplace Insert
 13. Central Air
 14. Window Air
 15. Smoke Detector
 16. Natural Woodwork
 17. Leaded Windows
 18. Pantry
 19. Separate Thermostat
 20. None/Other</p> <p>25. MISC. - # 2 (R)
 01. Handicap Access
 02. Handicap Equipped
 03. Fuses
 04. Circuit Breakers
 05. 220 Volts
 06. Cable TV Available
 07. TV Antenna
 08. Natural Fireplace
 09. Gas Fireplace
 10. Electric/Artificial FP
 11. Woodburning Stove
 12. Fireplace Insert</p> | <p><i>MISC. #2 Continued</i>
 13. Central Air
 14. Window Air
 15. Smoke Detector
 16. Natural Woodwork
 17. Leaded Windows
 18. Pantry
 19. Separate Thermostat
 20. None/Other</p> <p>26. DOCUMENTS ON FILE (R)
 01. Seller Condition Report
 02. Tax Bill
 03. Survey
 04. Prior Title Policy
 05. Abstract
 06. Subdivision Restrictions
 07. Indep Inspection Report
 08. Well Test
 09. Septic Report
 10. Flood Plain Letter
 11. Appraisal
 12. DILHR Inspection
 13. Code Comp/Occp Permit
 14. Lease/Rent Agreement
 15. Deed Restrictions
 16. Zoning
 17. Lead Paint Disclosure
 21. Green Disclosure Statement
 22. Energy Efficiency Certified
 23. Green Building Certified</p> <p>29. OCCUPANCY (R)
 01. Immediate
 02. 1-15 Days
 03. 16-30 Days
 04. 31-45 Days
 05. 46-60 Days
 06. 61-90 Days
 07. 91 or more Days
 08. See Listing Broker</p> |
|--|--|--|---|--|--|--|--|



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