





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

BASIC LISTING INFORMATION

*Area	*Parcel Number	Multiple PIN Numbers:Y/N	
*Street Number	Compass Point <i>Note : Where City=Chicago, Compass Point is required</i>	*Street Name	
*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-Road; SQ-Square; ST-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)
*City	*State	*Zip	zip4-optional
*County	Illinois Counties: All counties listed online Indiana Counties: Jasper; Lake; LaPorte; Newton; Porter Wisconsin Counties: Kenosha; Racine; Walworth County Not Specified Here = Other		
*Township	*Corporate Limits of -or- Unincorporated		
	*List Price		

GENERAL INFORMATION

***Directions** (Maximum 100 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	Model			

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** CD-Condo; FS-Fee Simple; HA-Fee Simple w/H.O. Assn.

***Approx. Year Built** ~or~ Unknown
A value in Year Built **must** be entered for properties built 25 years ago or less

***Built before 1978** Check for Yes ***Rehab** Check for Yes ***Rehab Year**

***Rebuilt** Check for Yes

Existing Basement/Foundation Check for Yes (Field will only display for NEW

***Waterfront** Check for Yes

*Zoning Type

properties)

*Type-Multi Unit (Maximum of 2 selections + Tear Down, if applicable)

- | | |
|--|---|
| <input checked="" type="checkbox"/> AGRIC-Agriculture | <input type="checkbox"/> PMD-Planned Manufacturing District |
| <input checked="" type="checkbox"/> COMMR-Commercial | <input type="checkbox"/> PUD-Planned Unit Development |
| <input checked="" type="checkbox"/> INDUS-Industrial | <input type="checkbox"/> SINGL-Single Family |
| <input checked="" type="checkbox"/> LNC-Legal Non-Conforming | <input type="checkbox"/> OTHER-Other |
| <input checked="" type="checkbox"/> MULTI-Multi-Family | |

- | | |
|---|---|
| <input type="checkbox"/> A: 2 Flat | <input type="checkbox"/> G: 4 Story Unit(s) |
| <input type="checkbox"/> B: 3 Flat | <input type="checkbox"/> H: Coach House |
| <input type="checkbox"/> C: 4 Flat | <input type="checkbox"/> I: Converted Residence |
| <input type="checkbox"/> D: 1 Story Unit(s) | <input type="checkbox"/> J: Duplex Side By Side |
| <input type="checkbox"/> E: 2 Story Unit(s) | <input type="checkbox"/> K: Other |
| <input type="checkbox"/> F: 3 Story Unit(s) | <input type="checkbox"/> L: Tear Down |

Style (Maximum of 1 Selection)

*Age

- | | | |
|---|---|---|
| A: American 4-Sq. <input type="checkbox"/> English | <input type="checkbox"/> P: Prairie | <input type="checkbox"/> W: Tri-Level |
| B: Bi-Level <input type="checkbox"/> J: Farmhouse | <input type="checkbox"/> Q: Quad Level | <input type="checkbox"/> X: Tudor |
| C: Brownstone <input type="checkbox"/> K: French Provincial | <input type="checkbox"/> R: Queen Anne | <input type="checkbox"/> Y: Victorian |
| D: Bungalow <input type="checkbox"/> L: Georgian | <input type="checkbox"/> S: Ranch | <input type="checkbox"/> Z: Other |
| E: Cape Cod <input type="checkbox"/> M: Greystone | <input type="checkbox"/> T: Row House | <input type="checkbox"/> AA: Mid Level |
| F: Colonial <input type="checkbox"/> N: Log | <input type="checkbox"/> U: Step Ranch | <input type="checkbox"/> AB: Frame |
| G: Contemporary <input type="checkbox"/> O: Mediterranean/
Spanish | <input type="checkbox"/> V: Traditional | <input type="checkbox"/> AC: Walk-Out Ranch |

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> A: 1-5 Years | <input type="checkbox"/> D1: 26-30 Years | <input type="checkbox"/> E3: 71-80 Years | <input type="checkbox"/> K: New-Proposed Construction |
| <input type="checkbox"/> B: 6-10 Years | <input type="checkbox"/> D2: 31-40 Years | <input type="checkbox"/> E4: 81-90 Years | <input type="checkbox"/> L: New-Under Construction |
| <input type="checkbox"/> C1: 11-15 Years | <input type="checkbox"/> D3: 41-50 Years | <input type="checkbox"/> E5: 91-100 Years | <input type="checkbox"/> M: Unknown |
| <input type="checkbox"/> C2: 16-20 Years | <input type="checkbox"/> D : 26-50 Years | <input type="checkbox"/> E : 51-100 Years | <input type="checkbox"/> N: New-Will Build to Suit |
| <input type="checkbox"/> C3: 21-25 Years | <input type="checkbox"/> E1: 51-60 Years | <input type="checkbox"/> F: 100+ Years | |
| <input type="checkbox"/> C : 11-25 Years | <input type="checkbox"/> E2: 61-70 Years | <input type="checkbox"/> H: New-Ready for Occupancy | |
- (Fields in red are for Search purposes ONLY)

New/Proposed Construction Option (Maximum of 6 Selections)

- | | | | | | |
|--|---|---|--|---|---|
| <input type="checkbox"/> A: Air Purifier/Humidifier | <input type="checkbox"/> H: Deck/Patio/Screened Porch | <input type="checkbox"/> O: Hardwood/Ceramic Floors | <input type="checkbox"/> V: Upgraded Interior/Exterior Door(s) | <input type="checkbox"/> AC: Flooring Allowance | <input type="checkbox"/> AI: Zoned Heating/Cooling |
| <input type="checkbox"/> B: Appliance Package/Allowance | <input type="checkbox"/> I: Electrical Allowance | <input type="checkbox"/> P: Hot Tub/Pool | <input type="checkbox"/> W: Vaulted/Cathedral Ceilings | <input type="checkbox"/> AD: Wood Laminate Flooring | |
| <input type="checkbox"/> C: Basement/Lower Level Exterior Exit | <input type="checkbox"/> J: Energy Efficient Package | <input type="checkbox"/> Q: Landscaping | <input type="checkbox"/> X: Vinyl Clad Windows | <input type="checkbox"/> AE: Upgraded Siding | <input type="checkbox"/> AJ: Floor Plan Modifications Allowed |
| <input type="checkbox"/> D: Basement/Lower Level Finished | <input type="checkbox"/> K: Exterior Brick/Cedar | <input type="checkbox"/> R: Oak Trim/Oak Staircase | <input type="checkbox"/> Y: Whirlpool Tub | <input type="checkbox"/> AF: Upgraded Roofing | |
| <input type="checkbox"/> E: Basement/Lower Level Stubb in Bath | <input type="checkbox"/> L: Fireplace | <input type="checkbox"/> S: Roof Cedar/Shakes/Tile | <input type="checkbox"/> Z: Other | <input type="checkbox"/> AG: Upgraded Insulation | |
| <input type="checkbox"/> F: Central Air | <input type="checkbox"/> M: Basement | <input type="checkbox"/> T: Skylight(s) | <input type="checkbox"/> AA: Wood Windows | <input type="checkbox"/> AH: Upgraded Cabinets & Counters | |
| <input type="checkbox"/> G: Central Air Ready | <input type="checkbox"/> N: Garage | <input type="checkbox"/> U: Upgraded Carpet/Pad/Vinyl | <input type="checkbox"/> AB: Lighting Allowance | | |

***General Information**

- | | | |
|--|--|--|
| <input type="checkbox"/> A: School Bus Service | <input type="checkbox"/> F: Flood Zone (Partial) | <input type="checkbox"/> O: Assisted Living Services available for a fee |
| <input type="checkbox"/> B: Commuter Bus | <input type="checkbox"/> G: Adult Community | |
| <input type="checkbox"/> C: Commuter Train | <input type="checkbox"/> H: Assisted Living | |
| <input type="checkbox"/> D: Interstate Access | <input type="checkbox"/> I: Historical District | |
| <input type="checkbox"/> E: Flood Zone | <input type="checkbox"/> N: None | |

Area Amenities (Maximum of 6 Selections)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> A: Clubhouse | <input type="checkbox"/> F: Horse Riding Area | <input type="checkbox"/> K: Water Rights | <input type="checkbox"/> Q: Street Paved |
| <input type="checkbox"/> B: Park/Playground | <input type="checkbox"/> G: Horse Riding Trails | <input type="checkbox"/> M: Curbs/Gutters | <input type="checkbox"/> R: Other |
| <input type="checkbox"/> C: Pool | <input type="checkbox"/> H: Landing Strip | <input type="checkbox"/> N: Gated Entry | |
| <input type="checkbox"/> D: Tennis Court(s) | <input type="checkbox"/> I: Pond/Lake | <input type="checkbox"/> O: Sidewalks | |
| <input type="checkbox"/> E: Horse-Community Barn | <input type="checkbox"/> J: Dock-Community | <input type="checkbox"/> P: Street Lights | |

REMARKS (Maximum 1000 characters)

EXTERIOR FEATURES

*Lot Dimensions	*Lot Size (Max of 1 Selection)	Acreege
*Exterior Building Typ (Max of 3 Selections)		Lot Description (Max of 6 Selection)
<input type="checkbox"/> A1: Aluminum Siding <input type="checkbox"/> A2: Vinyl Siding <input type="checkbox"/> A3: Steel Siding <i>A: Aluminum/Vinyl/Steel Siding</i> <input type="checkbox"/> B: Brick <input type="checkbox"/> C: Cedar <input type="checkbox"/> D: Frame <input type="checkbox"/> E: Block	<input type="checkbox"/> F: EIFS (e.g. Dryvi <input type="checkbox"/> G: Glass <input type="checkbox"/> H: Log <input type="checkbox"/> I: Masonite <input type="checkbox"/> J: Shakes <input type="checkbox"/> K: Stucco <input type="checkbox"/> L: Stone <input type="checkbox"/> M: Marble/Granite <input type="checkbox"/> N: Concrete	<input type="checkbox"/> O: Asbestos Siding <input type="checkbox"/> P: Limestone <input type="checkbox"/> Q: Slate <input type="checkbox"/> R: Other <input type="checkbox"/> S: Clad Trim
<input type="checkbox"/> A: Less than .25 Acres <input type="checkbox"/> B: .25 - .49 Acres <input type="checkbox"/> C: .50 - .99 Acres <input type="checkbox"/> D: 1.0 - 1.99 Acres <input type="checkbox"/> E1: 2.0 - 2.99 Acres <input type="checkbox"/> E2: 3.0 - 3.99 Acres <input type="checkbox"/> E3: 4.0 - 4.00 Acres <i>E: 2.0 - 4.99 Acres</i>	<input type="checkbox"/> F1: 5.0 - 5.99 Acres <input type="checkbox"/> F2: 6.0 - 7.99 Acres <input type="checkbox"/> F3: 8.0 - 9.99 Acres <i>F: 5.0 - 9.99 Acres</i> <input type="checkbox"/> G: 10+ Acres <input type="checkbox"/> K: Oversized Chicago Lot <input type="checkbox"/> L: Standard Chicago Lot	<input type="checkbox"/> A: Beach <input type="checkbox"/> B: Chain of Lakes Frontage <input type="checkbox"/> C: Channel Front <input type="checkbox"/> D: Common Grounds <input type="checkbox"/> E: Corner <input type="checkbox"/> F: Cul-De-Sac <input type="checkbox"/> G: Dimensions to Center of Road <input type="checkbox"/> H: Fenced Yard <input type="checkbox"/> I: Forest Preserve Adjacent <input type="checkbox"/> J: Golf Course Lot <input type="checkbox"/> J1: Nature Preserve Adjacent <input type="checkbox"/> J2: Wetlands Adjacent <input type="checkbox"/> K: Horses Allowed <input type="checkbox"/> L: Irregular <input type="checkbox"/> M: Lake Front <input type="checkbox"/> N: Landscaped Professionally <input type="checkbox"/> O: Legal Non-Conforming
<i>(Fields in red are for Search purposes ONLY)</i>	<i>(Fields in red are for Search purposes ONLY)</i>	<input type="checkbox"/> P: Paddock <input type="checkbox"/> Q: Park Adjacent <input type="checkbox"/> R: Pond <input type="checkbox"/> S: River Front <input type="checkbox"/> T: Stream <input type="checkbox"/> U: Water Rights <input type="checkbox"/> V: Water View <input type="checkbox"/> W: Wooded <input type="checkbox"/> X: Rear of Lot

Roof Type	Foundation	Exterior Property Features (Maximum of 6 Selections)
<input type="checkbox"/> A: Asphalt/Glass (Rolled) <input type="checkbox"/> B: Asphalt/Glass (Shingles) <input type="checkbox"/> C: Metal <input type="checkbox"/> D: Rubber <input type="checkbox"/> E: Slate <input type="checkbox"/> F: Tar & Gravel <input type="checkbox"/> G: Tile <input type="checkbox"/> H: Wood Shakes/Shingles <input type="checkbox"/> J: Flat Roof <input type="checkbox"/> L: Other	<input type="checkbox"/> A: Block <input type="checkbox"/> B: Brick <input type="checkbox"/> C: Concrete <input type="checkbox"/> D: Pillars <input type="checkbox"/> E: Reinforced Caisson <input type="checkbox"/> F: Stone <input type="checkbox"/> G: Wood <input type="checkbox"/> H: Other	<input type="checkbox"/> A: Balcony <input type="checkbox"/> B: Deck <input type="checkbox"/> C: Patio <input type="checkbox"/> D: Porch <input type="checkbox"/> E: Greenhouse <input type="checkbox"/> F: Hot Tub <input type="checkbox"/> G: Roof Deck <input type="checkbox"/> H: Porch Screened <input type="checkbox"/> I: Gazebo <input type="checkbox"/> J: Storage Shed <input type="checkbox"/> K: Dog Run &/or Invisible Fence <input type="checkbox"/> L: Horse Barn/Pole Barn <input type="checkbox"/> M: Tennis Court(s) <input type="checkbox"/> N: Screened Patio <input type="checkbox"/> O: Screened Deck <input type="checkbox"/> P: Stamped Concrete Patio <input type="checkbox"/> Q: Brick Paver Patio <input type="checkbox"/> R: Boat Dock/Mooring <input type="checkbox"/> S: Pool Above Ground <input type="checkbox"/> T: Pool In-Ground <input type="checkbox"/> U: Storms/Screens <input type="checkbox"/> V: Grill-Outdoors <input type="checkbox"/> W: Outdoor Fireplace <input type="checkbox"/> AC: 2 Houses <input type="checkbox"/> AB: Breezeway <input type="checkbox"/> CA: Box Stalls <input type="checkbox"/> CB: Crib <input type="checkbox"/> CC: Machine Shed <input type="checkbox"/> CD: Other Building

PARKING Garage=Interior Parking; Parking=Exterior Parking

***Parking** G-Garage(s); S-Exterior Space(s); N-None **NOTE:** Both Garage (Interior Parking) & Exterior Space may be selected. Depending upon data entered in this field, either Garage Detail fields or Exterior Parking Detail fields will display, or both. ***Is Parking Included in Price?** Y/N

Garage Details: ***Garage Ownership** A-Owned; B-Transferrable Lease; C-Deeded Sold Separately; D-Fee/Leased; N-N/A **(If Sold Separately) Deeded Garage Cost** (\$)
***Garage On-Site** Y/N ***# Garage Spaces** **Garage Details** **(If Fee/Leased) Fee/Lease Garage Cost** (\$)
***Garage Type** A-Attached; B-Detached; N-None A: Garage Door Opener(s) E: Tandem
B: Transmitter(s) F: 7 Foot or more high garage door
C: Carport G: Multiple Garages
D: Heated N: None/NA

Parking Details: ***Parking Ownership** A-Owned; B-Transferable Lease; C-Deeded Sold Separately; D-Fee/Leased; N-N/A **(If Sold Separately) Deeded Parking Cost** (\$)
***Parking On-Site** Y/N **Parking Details** **(If Fee/Leased) Fee/Lease Parking Cost** (\$)
***# of Parking Spaces** A: Assigned Spaces D: Off Street G: Visitor Parking J: Driveway
B: Unassigned E: Side Apron H: Valet N: None/NA
C: Off Alley F: Zoned Permit I: Underground/Covered

INTERIOR FEATURES

***# of Units in Building** ***# of Rooms in Building** ***# of Bedrooms in Building** ***# Full Baths in Building**
***# Half Baths in Building** ***3 Bedroom Unit in Building** Y/N ***Basement** A-Full; B-Partial; C-Walkout; D-English; N-None
***Floor#** ***# Rooms** ***# Bedrooms** ***# Full Baths** ***# Half Baths** **Master Bedroom Bath** ***Security Deposit \$** ***Rent \$** ***Lease Expiration Date** **Total Square Footage**
**CCAR Members Only*

***Unit 1** A-Full; B-Half; C-Shared; N-None
***Unit 2** A-Full; B-Half; C-Shared; N-None
***Unit 3** A-Full; B-Half; C-Shared; N-None
***Unit 4** A-Full; B-Half; C-Shared; N-None

***Appliances/Features-Unit 1**

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central AC
- J: Window AC
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None
- P: Laundry Hook-Up
- Q: Range Hood
- R: Cathedral Ceilings
- S: Hardwood Floors
- T: Skylights/Windows
- U: Walk-In Closet
- V: Handicap Access
- W: Cooktop
- X: Oven/Built In

***Appliances/Features-Unit 2**

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central AC
- J: Window AC
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None
- P: Laundry Hook-Up
- Q: Range Hood
- R: Cathedral Ceilings
- S: Hardwood Floors
- T: Skylights/Windows
- U: Walk-In Closet
- V: Handicap Access
- W: Cooktop
- X: Oven/Built In

***Appliances/Features-Unit 3**

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central AC
- J: Window AC
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None
- P: Laundry Hook-Up
- Q: Range Hood
- R: Cathedral Ceilings
- S: Hardwood Floors
- T: Skylights/Windows
- U: Walk-In Closet
- V: Handicap Access
- W: Cooktop
- X: Oven/Built In

***Appliances/Features-Unit 4**

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central AC
- J: Window AC
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None
- P: Laundry Hook-Up
- Q: Range Hood
- R: Cathedral Ceilings
- S: Hardwood Floors
- T: Skylights/Windows
- U: Walk-In Closet
- V: Handicap Access
- W: Cooktop
- X: Oven/Built In

***Tenant Pays-Unit 1**

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

***Tenant Pays-Unit 2**

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

***Tenant Pays-Unit 3**

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

***Tenant Pays-Unit 4**

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

Bath Amenities

- A: Whirlpool
- B: Separate Shower
- C: Handicap Shower
- D: Steam Shower
- E: Double Sink
- F: Bidet
- G: Garden Tub
- H: European Shower
- I: Full Body Spray Shower
- J: Double Shower
- K: Soaking Tub
- L: No Tub

***Basement Description**

- A: Finished
- B: Partially Finished
- C: Unfinished
- D: Crawl
- E: Cellar
- G: Sub-Basement
- H: Slab
- I: Exterior Access
- J: Other
- K: Rough-In
- N: None

Additional Rooms

- 1BR-1st Floor Bedroom
 - 2KT-2nd Kitchen
 - DEN-Den
 - DRK-Dark Room
 - ENB-Enclosed Balcony
 - ENP-Enclosed Porch
 - EXC-Exercise Room
 - FAM-Family Room
 - FOY-Foyer
 - GAL-Gallery
 - GRT-Great Room
 - ILA-InLaw Arrangement*
 - LDY-Laundry Room(s)
 - LIB-Library
 - LOF-Loft
 - MAI-Maid's Room
 - SCP-Screened Porch
 - REC-Recreation Room
 - SIT-Sitting Room
 - SUN-Sun/Florida Room
 - UT1-Utility Room-1st Floor
 - UT2-Utility Room-2nd Floor
 - WRK-Workroom
- *Check Local Ordinances**

UTILITIES & ENERGY EFFICIENT FEATURES

*Water

- A: Lake Michigan
- B: Public
- C: Private Company
- D: Well Community
- E: Well Private
- F: Well Private Company
- G: Well Shared
- H: Other

(Maximum of 2 Selections)

*Sewer

- A: Septic - Mechanical
- B: Septic - Private
- C: Septic - Shared
- D: Sewer - Public
- E: Sewer Storm
- F: Holding Tank(s)
- G: Overhead Sewers
- H: Other

(Maximum of 2 Selections)

*Heat/Fuel

- A: Gas
- B: Electric
- C: Oil
- D: Propane
- E: Solar
- F: Forced Air
- G: Hot Water/Steam
- H: Baseboard
- I: Radiant
- J: Gravity Air
- K: Heat Pump
- L: Radiators
- M: Space Heater(s)
- N: 2+ Separate Heating Systems
- O: Individual Controls
- P: Zoned
- Q: Other
- R: None

Equipment

- A: Humidifier
- B: Water Softener-Owned
- C: Water Softener-Rented
- D: Central Vacuum
- E: TV-Cable
- F: TV-Dish
- G: TV Antenna
- H: TV-Rotor
- I: Security System
- J: Intercom
- K: Fire Sprinklers
- L: CO Detectors
- M: Ceiling Fans
- N: Fan - Attic Exhaust
- O: Fan - Whole House
- P: Sump Pump
- Q: Sprinkler Lawn
- R: Air Cleaner
- S: Air Exchanger
- T: Backup Sump Pump
- U: Radon Mitigation System(s)
- V: Power Generator

HERS Index Score

Green Supporting Documents

Y/N (Note: If Y is entered, disclosure must be uploaded against listing)

If Y is entered, select a maximum of three (3):

- A: SREA Green Disclosure
- B: LEED
- C: NAHB
- D: Chicago Green Homes
- E: EPA Indoor Air Plus
- F: EPA WaterSense
- G: DOE Energy Star
- H: IL Home Performance w/Energy Star
- I: Historic Chicago Bungalows EnergySavers
- J: HERS Index Score
- K: MyHome EQ Report
- L: 12 Month Utility History
- M: Air/Duct Leakage Test
- N: Combustion Safety Test

Energy/Green Building Rating Source

- A: Energy Star Homes
- B: LEED-H Certified
- C: LEED-H Silver
- D: LEED-H Gold
- E: LEED-H Platinum
- E1: NABH Emerald
- F: NAHB Bronze
- G: NAHB Silver
- H: NAHB Gold
- I: Chicago Green Homes
- O: Other

Green Features

- A: Photovoltaic/Solar System
- B: Pre-wired for PV/Solar
- C: Solar Hot Water
- D: Geothermal Heating/Cooling System
- E: Tankless hot water heater
- F: Enhanced Air Filtration
- G: Low flow commode
- H: Low flow fixtures
- I: Native/drought resistant landscaping
- J: Rainwater Collection System
- K: Green roof

For properties in the City of Chicago only, it is required that Annual and Monthly estimates of Utility Costs (Electricity and/or Gas) be disclosed at the time of listing. In order to facilitate this Ordinance requirement (Chapter 5-16 of the Municipal Code of Chicago), Midwest Real Estate Data LLC has partnered with MyHomeEQ to obtain these costs electronically. Please enter the Electricity and/or Gas Account Numbers for the property below and follow the online instructions when you Add or Edit your listing.

Electricity Account Number

Gas Account Number

TAX/FINANCIAL INFORMATION

*Tax Year	*Taxes	Tax Exemptions	<small>H-Homeowner; S-Senior; F-Senior Freeze; O-Other; N-None</small>	*Special Assessments <input type="checkbox"/>	Y/N/U
	Additional PIN #1			Taxes #1	(\$)
	Additional PIN #2			Taxes #2	(\$)
	Additional PIN #3			Taxes #3	(\$)

LEGAL DESCRIPTION *Maximum 250 characters* **CCAR Members Only*

*Special Service Area	<small>Y-Yes; N-No; T-Incl in Tax Bill</small>		*If Special Service Area=Y, enter fee <input type="text"/>	(\$)
Total Rental Income	Yr.	Gross Income	Yr.	Gross Expenses <input type="text"/>
Net Operating Income	Yr.	Other Additional Income	A: Coin Laundry B: Garage(s) C: Parking Space(s) D: Other	Yr.

OFFICE/SALES INFORMATION

***Agent Owned/Interest** Y/N

Lock Box Type A-Combination; ; B -None C Other

***Showing Instructions** *(Maximum 100 characters)*

*** Cooperative Compensation** *(Maximum 100 characters)*

***Compensation Paid On** G-Gross Sale Price; N-Net Sale Price ***Special Compensation Info.** C-Court Approval Required; M- Bonus; S-Short Sale; Z-Exception(s); N-None

***Additional Sales Information**

- A: Exceptions-Call List Office
- B: Exclusions-Call List Office
- C: List Agent Must Accompany
- D: Home Warranty
- E: Reserve Fee Required
- F: Association Rental
Restrictions Apply
- G: Short Sale
- H: Court Approval Required
- I: Pre-Foreclosure
- J: REO/Lender Owned
- L: Corporate Relocation
- N: None

***Possession**

- A: Closing
- B: Immediate
- C: Lease Back Required
- D: Negotiable
- E: Prior to Closing
- F: Specific Date
- G: Tenant's Rights
- H: Other

Sale Terms

- A: Conventional
- B: FHA
- C: VA
- D: Assumption-Conv
- E: Assumption-FHA
- F: Assumption-VA
- G: Release Required
- H: Contract (Articles) for Deed
- I: Lease/Purchase
- J: Owner May Help/Assist
- K: Purchase Money Mortgage
- L: Rent w/Option
- M: Rewrite/Blend
- N: Trade/Exchange
- O: Cash Only
- P: Other

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

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?** Y/N ***Virtual Tour**

A-Imagemaker 360; B-Imagemaker 360 + Realtor.com; N-None

***Internet Listing** ***Remarks on Internet?**

***VOW Comments/Reviews?**

***Property Address on Internet?**

***VOW AVM?**



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