





**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!



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 and Gables Choice VACANT LAND PROFILE SHEET - (Shaded areas, Directions, Showing Information and Remarks are optional)**

**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  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 Variable Commission  Y/N Limited/Unserviced Listing  Y/N Exclusive Agency Contract  Owner's Name  Property PIN

Price Per Acre  1 Story-Sq Ft Minimum  2 Story-Sq Ft Minimum  2 Story-1st Fl Sq Ft Minimum  School District  High School

Middle School  Elementary School  Subdivision Name

Subd. Dues / Yr  Body of Water (Deeded Water Access or Water Frontage ONLY)  Est Water Front Footage  Source

Directions: \_\_\_\_\_

Showing Info: \_\_\_\_\_

Public Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Private Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- | 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          |

Inclusions: \_\_\_\_\_  
\_\_\_\_\_

Exclusions: \_\_\_\_\_  
\_\_\_\_\_

**Export**

<u>Exclude from internet</u>	<u>Address Excluded from VOW</u>	<u>Listing Not Used in AVMs</u>	<u>Not Allow Comments on VOW</u>			
<b>01. TOPOGRAPHY (R)</b> 01. Level 02. Rolling/Hilly 03. Sloped 04. Low 05. Wooded 06. Marshy 07. Farm 08. Stream 09. Water Access/Rights 10. Waterfrontage on Lot 11. Subdivision 12. Association 13. Other 14. View of Water 15. Wetlands	<b>06. UTILITIES AVAILABLE (R)</b> 1. None 2. Electricity Available 3. Underground Electric 4. Natural Gas Available 5. Phone Available 6. Cable Available 7. High Speed Internet Available 8. Other  <b>07. CONVEYANCE OPTIONS (R)</b> 01. Sell in Entirety 02. Will Divide 03. Build to Suit 04. Exchange 05. Lease 06. Leaseback 07. Other  <b>08. ROAD FRONTAGE (R)</b> 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. Gravel Road 11. Dirt Road	<b>09. ZONING (R)</b> 01. Residential - Single Family 02. Duplex 03. Multi Units 04. High Rise 05. Commercial/Industrial 06. Warehouse 07. Manufacturing-Light 08. Manufacturing-Heavy 09. General Business 10. Institutional 11. Recreational 12. Agricultural 13. Elderly Housing 14. Low Income Housing 15. Planned Unit Development 16. Shoreland 17. Other  <b>10. MUNICIPALITY (R)</b> 01. City 02. Town 03. Village  <b>11. DOCUMENTS ON FILE (R)</b> 01. Tax Bill 02. Survey 03. Prior Title Policy 04. Abstract 05. Subdivision Restrictions 06. Well Test 07. Septic Report 08. Flood Plain Letter	<i>DOCUMENTS ON FILE Continued</i> 9. Appraisal 10. Leases 11. Deed Restrictions 12. Zoning 13. Perc Test 14. Boring Test 15. Mound System Approval 16. Boring Test - Basement 17. Building Restrictions 18. Topographic Maps 19. Subdivision Plot or Certified Survey Map 20. Legal Description 21. Monitoring Approval 22. Listing Contract 23. LC Amendment 24. Seller Condition Report 25. Other 26. Home Warranty 27. Seller Updates 28. Other 29. None.  <b>12. TERMS/MISC</b> 01. Land Contract 02. Owner May Assist 03. Rent/Option to Buy 04. 1031 Exchange 05. In Foreclosure / REO 06. Short Sale 07. Auction  <b>13. BUILDINGS INCLUDED (R)</b> 01. None 02. Livable 03. Abandoned 04. Utility Building 05. Residence 06. Condemned 07. Horse Barn 08. Dairy Barn	<i>BUILDINGS INCLUDED Continued</i> 9. Hay Barn 10. Hog Barn 11. Chicken House 12. Machine Shed 13. Shed(s) 14. Grain Storage 15. Tobacco Shed 16. Milkhouse 17. Garage(s) 18. Other  <b>14. MISCELLANEOUS (R)</b> 01. Existing Sidewalk 02. Existing Curbs & Gutters 03. Fenced 04. Mineral Rights Reserved 05. Other Lease(s) 06. Easments 07. Near Public Transit 08. Dock Service 09. Rail Siding 10. Near Recreation Area 11. Horses Permitted 12. Pier 13. Boat Slip 14. Boat Ramp 15. Buoy 16. Other  <b>15. DEVELOPMENT STATUS (R)</b> 01. Raw Land 02. Site Planned 03. Site Plan Recorded 04. Rough Grade 05. Finished Lots 06. Building Permits 07. Other	<b>16. WATER/WASTE AVAILABLE (R)</b> 1. No Water Presently 2. Water Municipal 3. Water Lateral to Lot Line 4. Community Shared Well 5. Well Shared Private 6. Private Well 7. Well Restricted Area 8. Point Well 9. Conventional Septic System 10. Mound Septic System 11. Holding Tank 12. Sewer 13. Sewer Lateral to Lot Line 14. None  <b>17. WATER/WASTE REQUIRED (R)</b> 1. Water Municipal 2. Water Lateral to Lot Line 3. Community Shared Well 4. Well Shared Private 5. Private Well 6. Well Restricted Area 7. Point Well 8. On Site Septic System 9. Conventional Septic System 10. Mound Septic System 11. Holding Tank 12. Sewer 13. Sewer Lateral to Lot Line 14. None 15. Unknown  <b>18. FARM TYPE</b> 01. Beef 02. Dairy - A 03. Dairy - B 04. Tree 05. Tobacco 06. Horse 07. Crop 08. Veal 09. Other	<b>19. CROP DESCRIPTION</b> 01. Corn 02. Oats 03. Tobacco 04. Soybeans 05. Alfalfa 06. Sunflowers 07. Hay 08. Cranberries 09. Potatoes 10. Other  <b>20. MISCELLANEOUS FARM INFORMATION</b> 01. 10-15 Stanchions 02. 16-20 Stanchions 03. 21-25 Stanchions 04. 26-30 Stanchions 05. 30+ Stanchions 06. Barn Cleaner - Berg 07. Barn Cleaner - Patz 08. 1 Silo 09. 2 Silos 10. 3 Silos 11. Milk - Step Saver 12. Milk - Pipeline 13. Freestalls 14. Other  <b>21. OCCUPANCY (R)</b> 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



**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