





**Gates & Gables Choice**  
**Forms Instructions**  
833-MLS-ONLY (833-657-6659)  
Questions? Email us at  
[Questions@gatesandgableschoice.com](mailto: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**

\*Is Property also Listed for Rent?  Y/N MLS # of Rental Listing (if known)

\*Area \*Parcel Number Multiple PIN Numbers  Y/N

(Enter additional PIN numbers and tax amounts under Tax/Assessment)

\*Street Number Compass Point  \*Street Name

Note : Where City=Chicago, Compass Point is required

\*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) \*Unit #   
Required for Attached, except for Townhouse & 1/2 Duplex

\*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

Grid #

\*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/Complex Name \*BNAR Only  
 Model

	Schools Information	<small>**BNAR Only</small>
*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; CO-Co-op; FS-Fee Simple; HA-Fee Simple w/H.O. Assn.; LH-Leasehold \*Approx. Year Built ~or~ Unknown \*Built before 1978 Y/N

A value in Year Built must be entered for properties built 25 years ago or less

\*Rehab  Y/N \*Rehab Year \*Rebuilt  Y/N Existing Basement/Foundation Y/N (This field will only display for NEW properties)

\*# of Stories Est. Occupancy Date \*Waterfront  Y/N

Is Property Currently Leased?  Y/N If "Yes", provide Lease Expiration Date ~or~ Check Month-To-Month

Zoning Type KIFAR and BNAR Only \*Zero Lot Line  Y/N \*Relist  Y/N \*Vacant  Y/N

% Owner Occupied % Common Area/Coop/Condo Ownership

\*Total # Units in Building \*# Days for Board Approval \*Pets Allowed  Y/N Max Pet Weight

**\*Type Attached**

- A: 1/2 Duplex
- B: Cluster
- C: Condo
- D: Condo-Duplex
- E: Condo-Loft
- F: Corridor
- G: Courtyard
- H: Flat
- I: Garden Unit
- J: Garden Complex
- K: Manor Home/Coach House/Villa
- L: Low Rise (1-3 Stories)
- M: Mid Rise (4-6 Stories)
- N: High Rise (7+ Stories)
- O1: Quad-Ranch
- O2: Quad-Split Level
- O3: Quad-2 Story
- O4: Quad-Penthouse
- O: Quad
- R: Studio
- S: Timeshare
- T1: Townhouse-Ranch
- T2: Townhouse-2 Story
- T3: Townhouse- 3+ Stories
- T4: Townhouse- TriLevel
- T: **Townhouse**
- U: Vintage
- V: Other
- W: Ground Level Ranch
- X: Penthouse
- Y: Split Level

(Maximum of 3 selections)  
(Fields in red are for Search purposes ONLY)

**\*Age**

- A: 1-5 Years
- B: 6-10 Years
- C1: 11-15 Years
- C2: 16-20 Years
- C3: 21-25 Years
- C: **11-25 Years**
- D1: 26-30 Years
- D2: 31-40 Years
- D3: 41-50 Years
- D: **26-50 Years**
- E1: 51-60 Years
- E2: 61-70 Years
- E3: 71-80 Years
- E4: 81-90 Years
- E5: 91-100 Years
- E: **51-100 Years**
- F: 100+ Years
- H: New-Ready for Occupancy
- K: New-Proposed Construction
- L: New-Under Construction
- M: Unknown
- N: New-Will Build to Suit

(Maximum of 1 Selection)  
(Fields in red are for Search purposes ONLY)

**\*Pet Information**

- A: Additional Pet Rent
- B: Cats OK
- C: Deposit Required
- D: Dogs OK
- E: Neutered and/or Declawed Only
- F: No Pets
- G: Pet Count Limitation
- H: Pet Weight Limitation

**Management**

- A: Developer Controls
- B: Manager Off-site
- C: Manager On-site
- D: Monday through Friday
- E: Monday through Saturday
- F: Monday through Sunday
- G: Self-Management

**\*General Info**

- A: School Bus Service
- B: Commuter Bus
- C: Commuter Train
- D: Interstate Access
- E: Flood Zone
- F: Flood Zone (Partial)
- G: Adult Community
- H: Assisted Living
- I: Historical District
- J: Non-Smoking Building
- N: None
- O: Assisted Living Services Available for a fee

**Exposure**

- A: N (North)
- B: S (South)
- C: E (East)
- D: W (West)
- E: City
- F: Lake/Water
- G: Park

**Common Area Amenities**

- A: None
- B: Bike Room/Bike Trails
- C: Boat Dock
- D: Door Person
- E: Coin Laundry
- F: Commissary
- G: Elevator
- H: Exercise Room
- I: Storage
- J: Golf Course
- K: Health Club
- L: On Site Mgr/Engineer
- M: Park/Playground
- N: Party Room
- O: Sundeck
- P: Pool-Indoors
- Q: Pool-Outdoors
- R: Receiving Room
- S: Restaurant
- T: Sauna
- U: Security Door Locks
- V: Service Elevator
- W: Steam Room
- X: Tennis Court(s)
- Y: Valet/Cleaner
- Z: Whirlpool
- AA: Business Center

**New/Proposed Construction Options**

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

(Maximum of 6 Selections)

**\*Disability Access &/or Equipped**  Y/N

**\*Disability Access/Equipment Details**

- A: 2+ Access Exits
- B: 32 inch or more wide doors
- C: 36 inch or more wide halls
- D: Chairlift
- E: Doors-Pocket
- F: Doors-Swing-In
- G: Doors w/Lever Handles
- H: Entry Slope less than 1 foot
- I: Flashing Doorbell
- J: Flooring Modifications
- K: Grab Bars in Bathroom(s)
- L: Grab Bars Throughout
- M: Hearing Modifications
- N: Kitchen Modifications
- O: Low Bathroom Mirror(s)
- P: Low Closet Rods
- Q: Low Pile Carpeting
- R: Lower Fixtures
- S: Lowered Light Switches
- T: Modified Wall Outlets
- U: Main Level Entry
- V: No Interior Steps
- W: Other Main Level Modifications
- X: Disabled Parking
- Y: Ramp - Main Level
- Z: Roll-In Shower
- AA: Thresholds less than 5/8 of an inch
- AB: Vehicle Transfer Area
- AC: Wheelchair Accessible
- AD: Wheelchair Adaptable
- AE: Wheelchair Height Mailbox
- AF: Wheelchair Height Shelves
- AG: Wheelchair Modifications
- AH: Wheelchair Ramp(s)
- AI: Other - See Remarks

**REMARKS** (Maximum 1000 characters)

**EXTERIOR FEATURES**

\*Lot Dimensions

\*Rural Y/N

**\*Exterior Building Type**

- A1: Aluminum Siding
- A2: Vinyl Siding
- A3: Steel Siding
- A: Aluminum/Vinyl/Steel Siding
- B: Brick
- C: Cedar
- D: Frame
- E: Block
- F: EIFS (e.g. Dryvit)
- G: Glass
- H: Log
- (Maximum of 3 Selections)
- (Fields in red are for Search purposes ONLY)
- I: Masonite
- J: Shakes
- K: Stucco
- L: Stone
- M: Marble/Granite
- N: Concrete
- O: Asbestos Siding
- P: Limestone
- Q: Slate
- R: Other
- S: Clad Trim
- T: Wood Siding

**Lot Description**

(Maximum of 6 Selections)

- A: Beach
- B: Chain of Lakes Frontage
- C: Channel Front
- D: Common Grounds
- E: Corner
- F: Cul-De-Sac
- G: Dimensions to Center of Road
- H: Fenced Yard
- I: Forest Preserve Adjacent
- J: Golf Course Lot
- K: Nature Preserve Adjacent
- L: Wetlands Adjacent
- M: Horses Allowed
- L: Irregular
- M: Lake Front
- N: Landscaped Professionally
- O: Legal Non-Conforming
- P: Paddock
- Q: Park Adjacent
- R: Pond
- S: River Front
- T: Stream
- V: Water View
- W: Wooded
- X: Rear of Lot
- Y: Mature Trees

**Roof Type**

- A: Asphalt/Glass (Rolled)
- B: Asphalt/Glass (Shingles)
- C: Metal
- D: Rubber
- E: Slate
- F: Tar & Gravel
- G: Tile
- H: Wood Shakes/Shingles
- L: Other

**Foundation**

- A: Block
- B: Brick
- C: Concrete
- D: Pillars
- E: Reinforced Caisson
- F: Stone
- G: Wood
- H: Other

**Exterior Property Features**

(Maximum of 6 Selections)

- A: Balcony
- B: Deck
- C: Patio
- D: Porch
- E: Greenhouse
- F: Hot Tub
- G: Roof Deck
- H: Porch Screened
- I: Gazebo
- J: Storage Shed
- K: Dog Run &/or Invisible Fence
- L: Horse Barn/Pole Barn
- M: Tennis Court(s)
- N: Screened Patio
- O: Screened Deck
- P: Stamped Concrete Patio
- Q: Brick Paver Patio
- R: Boat Dock/Mooring
- S: Pool Above Ground
- T: Pool In-Ground
- U: Storms/Screens
- V: Grill-Outdoors
- W: Outdoor Fireplace
- X: Private Entrance
- Y: End Unit
- Z: Door Monitored By TV
- AA: Master Antenna
- AB: Cable Access
- CA: Box Stalls
- CB: Crib
- CC: Machine Shed
- CD: Other Building

**\*Other Structures**

- A: Barn(s)
- B: Gazebo
- C: Grain Storage
- E: Greenhouse
- F: Guest House
- G: Kennel/Dog Run
- H: Mobile Home
- I: None
- J: Other
- K: Outbuilding
- L: Outdoor Kitchen
- M: Pergola
- N: Pool House
- O: Poultry Coop
- P: RV/Boat Storage
- Q: Second Garage
- R: Second Residence
- S: Shed(s)
- T: Stable(s)
- U: Tennis Court(s)

**PARKING Garage=Interior Parking; Parking=Exterior Parking**

NOTE: Both Garage (Interior Parking) & Exterior Space may be selected.

**\*Parking**

G-Garage(s); S-Exterior Space(s); N-None

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

**\*GarageType**

A-Attached  
B-Detached  
N-None

**Garage Details**

- A: Garage Door Opener
- B: Transmitter(s)
- C: Carport
- D: Heated
- E: Tandem
- F: 7 Foot or more high garage door
- G: Multiple Garages
- N: None/NA

**(If Fee/Leased) Fee/Lease Garage Cost**

(\$)

**\*# Garage Spaces**

**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

**\*# of Parking Spaces**

**(If Fee/Leased) Fee/Lease Parking Cost**

(\$)

**Parking Details**

- A: Assigned Spaces
- B: Unassigned
- C: Off Alley
- D: Off Street
- E: Side Apron
- F: Zoned Permit
- G: Visitor Parking
- H: Valet
- I: Underground/Covered
- J: Driveway
- N: None/NA

**Driveway**

- A: Asphalt
- B: Brick
- C: Concrete
- D: Dirt
- E: Gravel
- F: Circular
- G: Shared
- H: Off Alley
- I: Side Drive
- J: Heated
- K: Other

**Lowest Parking**

**Highest Parking Fee**

(\$)

**INTERIOR FEATURES**

**\*Unit Floor Level**

Enter a numeric value for the level the entrance to the unit is on. For a townhouse or half-duplex enter "1"; or B-Basement, L-Lower or G-Garden

**\*Approx (Main) Square Footage**

**\*Square Feet Source**

A-Appraiser; B-Assessor; C-Builder; D-Estimated; E-Landlord/Tenant/Seller; F-Other; G-Plans; H-Survey; I-Taped; J-Not Reported

Square Footage Comments (Maximum 240 characters)

**Square Footage Details** \*CCAR and BNAR Members Only

Upper Square Footage	Basement Square Footage
Main Square Footage	Finished Basement Square Footage
Lower Square Footage	Unfinished Basement Square Footage
Finished Lower Square Footage	Approximate Total Finished Square Footage
Unfinished Lower Square Footage	Total Square Footage

**\*\* Rooms** NOTE: This is a Search Only field – connectMLS will calculate the # of Rooms based on data entered in the Room Details field and countable room selections made under the Additional Rooms field

**\*\* Bedrooms (All Levels)**      **\*\* Full Baths**      **\*\* Half Baths**

**Master Bedroom Bath**      A-Full; B-Half; C-Shared; N-None      **\*Basement**      A-Full; B-Partial; C-Walkout; D-English; N-None      **\*Basement Bathrooms**      Y/N      **# Interior Fireplaces**

<b>Bath Amenities</b>	<b>*Basement Description</b>	<b>Fireplace Location</b>	<b>Fireplace Details</b>
<input type="checkbox"/> A: Whirlpool <input type="checkbox"/> B: Separate Shower <input type="checkbox"/> C: Handicap Shower <input type="checkbox"/> D: Steam Shower <input type="checkbox"/> E: Double Sink <input type="checkbox"/> F: Bidet <input type="checkbox"/> G: Garden Tub	<input type="checkbox"/> H: European Shower <input type="checkbox"/> I: Full Body Spray Shower <input type="checkbox"/> J: Double Shower <input type="checkbox"/> K: Soaking Tub <input type="checkbox"/> L: No Tub	<input type="checkbox"/> A: Finished <input type="checkbox"/> B: Partially Finished <input type="checkbox"/> C: Unfinished <input type="checkbox"/> D: Crawl <input type="checkbox"/> E: Cellar <input type="checkbox"/> F: Sub-Basement <input type="checkbox"/> G: Slab	<input type="checkbox"/> H: Exterior Access <input type="checkbox"/> I: Other <input type="checkbox"/> J: Rough-In <input type="checkbox"/> K: None <input type="checkbox"/> L: Egress Windows
		<input type="checkbox"/> A: Family Room <input type="checkbox"/> B: Living Room <input type="checkbox"/> C: Master Bedroom <input type="checkbox"/> D: Basement <input type="checkbox"/> E: Other <input type="checkbox"/> F: Loft	<input type="checkbox"/> A: See through/Multi Sided <input type="checkbox"/> B: Wood Burning <input type="checkbox"/> C: Wood Burning Stove <input type="checkbox"/> D: Attached Fireplace Doors/Screen <input type="checkbox"/> E: Electric <input type="checkbox"/> F: Gas Logs

**Interior Property Features** (Maximum of 6 Selections)

<input type="checkbox"/> A: Vaulted/Cathedral Ceilings <input type="checkbox"/> B: Skylight(s) <input type="checkbox"/> C: Sauna/Steam Room <input type="checkbox"/> D: Hot Tub	<input type="checkbox"/> E: Bar-Dry <input type="checkbox"/> F: Bar-Wet <input type="checkbox"/> G: Elevator <input type="checkbox"/> H: Hardwood Floors	<input type="checkbox"/> I: Wood Laminate Floors <input type="checkbox"/> J: Heated Floors <input type="checkbox"/> K: Solar Tubes/Light Tubes <input type="checkbox"/> L: 1st Floor Bedroom	<input type="checkbox"/> M: Theatre Room <input type="checkbox"/> N: In-Law Arrangement* <input type="checkbox"/> O: 1st Floor Laundry <input type="checkbox"/> P: 2nd Floor Laundry	<input type="checkbox"/> Q: 1st Floor Full Bath <input type="checkbox"/> R: Laundry Hook-up in Unit <input type="checkbox"/> S: Storage <input type="checkbox"/> T: Flexicore	<input type="checkbox"/> U: Built-in Features <input type="checkbox"/> V: Walk-in Closet(s)
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\*Check Local Ordinances

**ROOM DETAILS**

<u>Size</u>	<u>Window</u>	<u>Laundry</u>
<u>Size</u>	<u>*Level Floor</u> <u>Treatments</u>	<u>Master Bedroom</u>
<u>Living Room</u>		<u>2nd Bedroom</u>
<u>Dining Room</u>		<u>3rd Bedroom</u>
<u>Kitchen</u>		<u>4th Bedroom</u>
<u>Family Room</u>		

**Level Choices:** B-Basement; W-Walkout Basement; L-Lower; 1-Main Level; 2-2nd Level; 3-3rd Level; 4-4th Level; A-Attic; N-Not Applicable  
**Floor Choices:** B-Terracotta; C-Carpet; D-Stone; E-Slate; F-Travertine; G-Granite; H-Hardwood; I-Sustainable; M-Marble; O-Other; P-Parquet; T-Ceramic Tile; U-Porcelain Tile; V-Vinyl; W-Wood Laminate  
**Window Treatments Choices:** A-All; B-Blinds; C-Curtains/Drapes; D-Shades; E-Plantation Shutters; N-None

**Dining Room** (Required if Dining Room size Entered)

<input type="checkbox"/> A: Separate <input type="checkbox"/> B: Combined w/Living Room <input type="checkbox"/> C: Combined w/Family Room <input type="checkbox"/> D: L Shaped (Maximum of 1 Selection)	<b>Kitchen Type</b>	<b>Appliances</b>
	<input type="checkbox"/> A: Eating Area-Breakfast Bar <input type="checkbox"/> B: Eating Area-Table Space <input type="checkbox"/> C: Galley <input type="checkbox"/> D: Island	<input type="checkbox"/> E: Pantry-Butler <input type="checkbox"/> F: Pantry-Closet <input type="checkbox"/> G: Pantry-Walk-in
		<input type="checkbox"/> A: Oven-Double <input type="checkbox"/> B: Oven/Range <input type="checkbox"/> C: Microwave <input type="checkbox"/> D: Dishwasher <input type="checkbox"/> E: Dishwasher-Portable <input type="checkbox"/> F: Refrigerator

**Laundry Features**

<input type="checkbox"/> A: Gas Dryer Hookup <input type="checkbox"/> B: Electric Dryer Hookup <input type="checkbox"/> C: In Unit	<input type="checkbox"/> D: In Garage <input type="checkbox"/> E: Common <input type="checkbox"/> F: In Kitchen	<input type="checkbox"/> G: In Bathroom <input type="checkbox"/> H: Laundry Chute <input type="checkbox"/> I: Laundry Closet	<input type="checkbox"/> J: Multiple Locations <input type="checkbox"/> K: None <input type="checkbox"/> L: Sink
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**\*Additional Room Choices:** Select as many as are applicable. Rooms with v are "countable" & will be included in the Total # of Rooms count per MRED Room Counting Rules

<input type="checkbox"/> 2KT-2nd Kitchen v <input type="checkbox"/> ATR-Atrium <input type="checkbox"/> ATC-Attic v <input type="checkbox"/> BAL-Balcony <input type="checkbox"/> BAR-Bar <input type="checkbox"/> BON-Bonus v <input type="checkbox"/> BR5-5th Bedroom v <input type="checkbox"/> BR6-6th Bedroom v <input type="checkbox"/> BR7-7th Bedroom v (Fields in red are for Search purposes ONLY)	<input type="checkbox"/> BR8-8th Bedroom v <input type="checkbox"/> BR9-9th Bedroom v <input type="checkbox"/> B10-10th Bedroom v <input type="checkbox"/> B11-11th Bedroom v <input type="checkbox"/> B12-12th Bedroom v <input type="checkbox"/> BRK-Breakfast Room v <input type="checkbox"/> DEN-Den v <input type="checkbox"/> DRK-Dark Room v <input type="checkbox"/> DEC-Deck	<input type="checkbox"/> EAS-Eating Area v <input type="checkbox"/> ENB-Enclosed Balcony <input type="checkbox"/> ENP-Enclosed Porch <input type="checkbox"/> ENH-Enclosed Porch Heated v <input type="checkbox"/> EXC-Exercise Room v <input type="checkbox"/> FOY-Foyer <input type="checkbox"/> GAL-Gallery <input type="checkbox"/> GAM-Game Room v <input type="checkbox"/> GRT-Great Room v LDY-Laundry	<input type="checkbox"/> LIB-Library v <input type="checkbox"/> LOF-Loft v <input type="checkbox"/> MAI-Maid's Room v <input type="checkbox"/> MED-Media Room v <input type="checkbox"/> MUD-Mud Room <input type="checkbox"/> NUR-Nursery v <input type="checkbox"/> OFF-Office v <input type="checkbox"/> PAN-Pantry <input type="checkbox"/> PLY-Play Room v	<input type="checkbox"/> REC-Recreation Room v <input type="checkbox"/> SCP-Screened Porch <input type="checkbox"/> SEW-Sewing Room v <input type="checkbox"/> SIT-Sitting Room v <input type="checkbox"/> STE-Suite v <input type="checkbox"/> STY-Study v <input type="checkbox"/> STG-Storage <input type="checkbox"/> SUN-Sun/Florida Room <input type="checkbox"/> SUH-Sun/Florida Room Heated v	<input type="checkbox"/> TAN-Tandem Room v <input type="checkbox"/> TER-Terrace <input type="checkbox"/> THR-Theatre Room v <input type="checkbox"/> UT1-Utility Room-1st Floor <input type="checkbox"/> UT2-Utility Room-2nd Floor <input type="checkbox"/> UTL-Utility Room-Lower Lvl <input type="checkbox"/> WIC-Walk In Closet <input type="checkbox"/> WRK-Workroom v <input type="checkbox"/> OTH-Other <input type="checkbox"/> NON- No additional rooms
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Use the fields below to detail the "countable" rooms first. Enter all additional rooms that are applicable to the listing. Enter countable rooms first.

<u>Name</u>	<u>Size</u>	<u>*Level Floor</u>	<u>Window</u>	<u>Treatments</u>	<u>Name</u>	<u>Size</u>	<u>*Level Floor</u>	<u>Window</u>	<u>Treatments</u>
Room 1					Room 4				
Room 2					Room 5				
Room 3					Room 6				

**Room Name:** Use the 3 digit code that displays by each additional room name (above)  
**Level Choices:** B-Basement; W-Walkout Basement; L-Lower; 1-Main Level; 2-2nd Level; 3-3rd Level; 4-4th Level; A-Attic; N-Not Applicable  
**Floor Choices:** B-Terracotta; C-Carpet; D-Stone; E-Slate; F-Travertine; G-Granite; H-Hardwood; M-Marble; O-Other; P-Parquet; T-Ceramic Tile; U-Porcelain Tile; V-Vinyl; W-Wood Laminate  
**Window Treatments Choices:** A-All; B-Blinds; C-Curtains/Drapes; D-Shades; E-Plantation Shutters; N-None

**UTILITIES & ENERGY EFFICIENT FEATURES**

**\*Air Conditioning**

- A: Central Air
- B: Partial
- C: Space Pac
- D: 1 - Window/Wall Unit
- E: 2 - Window/Wall Units
- G: 3+ Window/Wall Units
- H: Zoned
- I: None
- J: 2 Separate Systems

**\*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)*

**Electricity**

- A: Circuit Breakers
- B: Fuses
- C: 200+ Amp Service
- D: 150 Amp Service
- E: 100 Amp Service
- F: 60 Amp Service
- G: 30 Amp Service
- H: 400 Amp Service or Greater

**\*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
- S: Geothermal

**\*Gas Supplier**

- A: NICOR
- B: Cilco
- C: Propane
- D: Ameren
- E: Other

**\*Electric Supplier**

- A: Corbett Electric
- B: Amren
- C: Cilco
- D: Commonwealth Edison
- E: Other

**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

**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
- W: Water Purifier
- X: Water Purifier - Owned
- Y: Water Purifier - Rented

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/ASSESSMENTS**

*Tax Year	*Taxes	(\$)	Tax Exemptions	H-Homeowner; S-Senior; F-Senior Freeze; O-Other; N-None	*Special Assessments	Y/N/U
Additional PIN #1			Taxes #1		(\$) <i>(Up to 99 additional PIN #'s can be added)</i>	
Additional PIN #2			Taxes #2		(\$)	
Additional PIN #3			Taxes #3		(\$)	

**\*Special Service Area**

Y-Yes; N-No; T-Incl in Tax Bill

**\*If Special Service Area=Y, enter fee**

(\$)

\*Assessment/Association Dues \$

999-Not Fully Assessed; 0-None

**\*Frequency**

A-Annual; M-Monthly; Q-Quarterly; V-Voluntary; N-Not

Applicable **NOTE:** Assessments are automatically marked Monthly but may be modified

**\*Master Association Fee**

Y/N

**\*If Master Association fee=Y, enter fee**

(\$)

Coop Annual Tax Deduction

Coop Tax Deduction Year  (Year - YYYY)

**\*Assessment/Association Dues Includes**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> A: Heat             | <input type="checkbox"/> : Parking           | <input type="checkbox"/> K: Doorman             |
| <input type="checkbox"/> B: Air Conditioning | <input type="checkbox"/> : Tax               | <input type="checkbox"/> L: TV/Cable            |
| <input type="checkbox"/> C: Water            | <input type="checkbox"/> H: Common Insurance | <input type="checkbox"/> M: Club House          |
| <input type="checkbox"/> D: Electric         | <input type="checkbox"/> : Security          | <input type="checkbox"/> N: Exercise Facilities |
| <input type="checkbox"/> E: Gas              | <input type="checkbox"/> : Security System   | <input type="checkbox"/> O: Pool                |

**Fees/Approvals**

- |  |   |   |   |   |
|--|---|---|---|---|
| <input type="checkbox"/> P: Exterior Maintenance | <input type="checkbox"/> T: Lake Rights     | <input type="checkbox"/> A: Credit Report           | <input type="checkbox"/> G: Interview Req'd-Open Date | <input type="checkbox"/> L: Move Out Fee              |
| <input type="checkbox"/> Q: Lawn Care            | <input type="checkbox"/> U: Other           | <input type="checkbox"/> B: Fee for Bike Room       | <input type="checkbox"/> H: Letters of Reference      | <input type="checkbox"/> M: Refundable Damage Deposit |
| <input type="checkbox"/> R: Scavenger            | <input type="checkbox"/> V: None            | <input type="checkbox"/> D: Fee for Health Club     | <input type="checkbox"/> I: Move In Fee               | <input type="checkbox"/> N: Security Guard Fee        |
| <input type="checkbox"/> S: Snow Removal         | <input type="checkbox"/> W: Wi-Fi           | <input type="checkbox"/> E: Fee for Pool            | <input type="checkbox"/> J: Move in Mon-Fri           |   |
|  | <input type="checkbox"/> X: Internet Access | <input type="checkbox"/> Interview Req'd-Board Date | <input type="checkbox"/> K: Move In Saturday          |   |

**OFFICE/SALES INFORMATION**

**\*Listing Type** E-Exclusive Right to Sell; X-Exclusive Agent **\*Agent Owned/Interest** Y/N **\*Vacant** Y/N

**Lock Box Type** ; F-Combination; N-None O- Other

**Lockbox Location** (Maximum 100 characters) \*BNAR Only

**\*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); V-Variable; N-None

**\*Additional Sales Information**

- |   |   |   |                                  |   |
|---|---|---|----------------------------------|---|
| <input type="checkbox"/> A: Exceptions-Call List Office | <input type="checkbox"/> E: Reserve Fee Required                  | <input type="checkbox"/> H: Court Approval Required | <input type="checkbox"/> N: None | F: Highest and best called for<br>G: Backup offers welcome<br>H: Environmental issues exist<br>I: Dangerous conditions exist<br>J: Enter with caution |
| <input type="checkbox"/> B: Exclusions-Call List Office | <input type="checkbox"/> F: Association Rental Restrictions Apply | <input type="checkbox"/> I: Pre-Foreclosure         |                                  |   |
| <input type="checkbox"/> C: List Agent Must Accompany   | <input type="checkbox"/> G: Short Sale                            | <input type="checkbox"/> J: REO/Lender Owned        |                                  |   |
| <input type="checkbox"/> D: Home Warranty               |   | <input type="checkbox"/> L: Corporate Relocation    |                                  |   |
|   |   |   |                                  |   |

**Management Company**

**Contact Name**

**Phone Number:**

*Management Company fields are required if Ownership Type is Fee Simple with HOA; or Condo; or Co-Op*

**\*Possession**

- |   |   |
|---|---|
| <input type="checkbox"/> A: Closing             | <input type="checkbox"/> F: Specific Date   |
| <input type="checkbox"/> B: Immediate           | <input type="checkbox"/> G: Tenant's Rights |
| <input type="checkbox"/> C: Lease Back Required | <input type="checkbox"/> H: Other           |
| <input type="checkbox"/> D: Negotiable          | <input type="checkbox"/> I: Harvest Rights  |
| <input type="checkbox"/> E: Prior to Closing    |   |

**Sale Terms**

- |   |  |
|---|--|
| <input type="checkbox"/> A: Conventional    | <input type="checkbox"/> E: Assumption-FHA               |
| <input type="checkbox"/> B: FHA             | <input type="checkbox"/> F: Assumption-VA                |
| <input type="checkbox"/> C: VA              | <input type="checkbox"/> G: Release Required             |
| <input type="checkbox"/> D: Assumption-Conv | <input type="checkbox"/> H: Contract (Articles) for Deed |

- |   |  |
|---|--|
| <input type="checkbox"/> I: Lease/Purchase          | <input type="checkbox"/> M: Rewrite/Blend  |
| <input type="checkbox"/> J: Owner May Help/Assist   | <input type="checkbox"/> N: Trade/Exchange |
| <input type="checkbox"/> K: Purchase Money Mortgage | <input type="checkbox"/> O: Cash Only      |
| <input type="checkbox"/> L: Rent w/Option           | <input type="checkbox"/> P: Other          |

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

**Owner's Phone**

**For Investors, Can Owner Rent Unit?** Y/N



## 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?  \*Virtual Tour  A-Imagemaker 360; B-Imagemaker 360 + Realtor.com; N-None

\*Internet Listing  Y/N \*Remarks on Internet?  Y/N \*Property Address on Internet? Y/N

\*VOW Comments/Reviews? Y/N

\*VOW AVM? Y/N

Virtual Tour URL

Add'l Media URL 1

\*Type  A: Virtual Tour  C: 3D Tour  
 B: Video  D: Other

\*Type required if URL entered

Add'l Media URL 2

\*Type  A: Virtual Tour  C: 3D Tour  
 B: Video  D: Other

\*Type required if URL entered

Secure Showing Instructions (Maximum 512 characters) (ShowingAssist - data entered in this field ONLY displays to the Listing Agent/Listing Office)



**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