





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
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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

SINGLE 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 Unit #/Add'l Addr 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 Taxes (Net General) Taxes as of Year Lot Description Est Acreage / Source Zoning

Listing Date (MMDDYY) Expiration Date (MMDDYY) Subagent Commission Circle % or \$ Buyer Agent Commission Circle % or \$ 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 Rooms Bedrooms Full Baths M 1/2 Baths M Full Baths U 1/2 Baths U Full Baths L 1/2 Baths L Est. Year Built / Source Est Total Sq Ft / Source Est Fin Above Grade Sq Ft / Source Est Fin Below Grade Sq Ft / Source

Est UnFin Below Gr Sq Ft / Source Garage Spaces Garage Type Att/Det/None School District High School Middle School

Elementary School Subdivision Name HOA Dues / Yr Body of Water (Deeded Water Access or Water Frontage ONLY) Est Water Front Footage / Source

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/ Survey
 - 08. Public Record
 - 09. Seller

Exclusions:

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

Living/Great Rm ___X___L___ Kitchen ___X___L___ Master Bedroom ___X___L___ Family Room ___X___L___ Dining Room ___X___L___ Den/Office ___X___L___
Rec Room ___X___L___ Bedroom 2 ___X___L___ Bedroom 3 ___X___L___ Bedroom 4 ___X___L___ Bedroom 5 ___X___L___ Laundry Room ___X___L___
RM CODE ___X___L___ RM CODE ___X___L___ RM CODE ___X___L___ RM CODE ___X___L___

Export

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

- 01. TYPE 1. Waterfrontage on Lot 2. Water Access/Rights 3. Hobby Farm 4. Separate Quarters 5. New Construction 6. Subdivision 7. Association 8. To Be Built 9. Single Family Deeded Condo 10. Zero Lot Line 11. Shoreland Zoning 12. Type Construction: * Stick/Frame * Manuf/Mobile * Modular/Sectional 13. Townhouse

- 02. WATER FEATURES 1. Lake 2. River 3. Creek 4. Pond 5. Channel 6. Bay 7. No Motor Lake 8. Pier 9. Boat Slip 10. Boat Ramp/Lift 11. Private dock

- 03. LOT DESCRIPTION 1. Cul-De-Sac 2. Corner Lot 3. On Golf Course 4. Rural 5. Adjacent to Park\Greenway 6. Wooded 7. View of Water 8. Sidewalk 9. Fenced Yard

- 10. Near Public Transit 11. Wetlands 12. ATV Trail Access 13. Borders Public Land
04. STYLE (R) 01. 1 Story 02. 1.5 Story 03. 2 Story 04. Bi-Level 05. Tri-Level 06. Multi-Level 07. Exposed Basement 08. Other
05. ARCHITECTURE (R) 01. Ranch 02. Bungalow 03. Contemporary 04. Colonial 05. Cape Cod 06. Tudor/Provincial 07. Victorian/Federal 08. Log Home 09. Farm House 10. Manufactured 11. A-Frame 12. Prairie/Craftsman 13. Raised Ranch 14. Other

- 06. GARAGE 01. Electric Door Opener 02. Built-in (under home) 03. Carport 04. Tandem 05. Heated 06. Access to Basement

- 07. DRIVEWAY 1. Paved 2. Unpaved 3. Shared Driveway 4. Parking Space 5. Alley entrance
08. OUTBUILDINGS 01. Storage Shed 02. Barn(s) 03. Pole Building 04. Box Stalls 05. Boat House 06. Guest House 07. Gazebo 08. Additional Garage(s) 09. Metal/Steel Building

- 09. EXTERIOR (R) 01. Brick 02. Stone 03. Wood 04. Aluminum/Steel 05. Vinyl 06. Stucco 07. Pressed Board 08. Fiber Cement 09. Log 10. Low Maintenance Trim 11. Other

- 10. BASEMENT(R) 01. Full 02. Partial 03. Crawl Space 04. Walk Out/Outer Door 05. Block 06. Poured Concrete 07. Shower 08. Full Size Windows

- 09. Stubbed for Bathroom 10. 8+ Ceiling 11. Radon Mitigation 12. Sump Pump 13. Finished 14. Partial Finished 15. Stone 16. Slab 17. None 18. Other

- 11. HEATING FUEL (R) 01. Natural Gas 02. Propane Gas 03. Electric 04. Oil 05. Solar 06. Wood 07. Geothermal 08. Other

- 12. HEATING/COOLING TYPE (R) 01. Forced Air 02. Radiant 03. Heat Pump 04. Gravity 05. Central Air 06. Wall/Sleeve Air 07. Multiple Units 08. Zoned Heating 09. Whole House Fan 10. In-floor Radiant 11. Wall Heaters 12. Other

- 05. MBR Bath Separate Tub 06. At Least One Bathtub 07. Shower Over Tub 08. Shower Stall 09. Jetted Tub 10. Ceramic Tile
14. 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. Home Warranty 08. Auction 09. Tenant Occupied 10. Relocation Sale

- 15. 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. Leases 15. Deed Restrictions 16. Zoning 17. Lead Paint Disclosure 18. Green Disclosure Statement 19. Energy Efficiency Certified

- 20. Green Building Certified 21. Floor Plans 22. Listing Contract 23. LC Amendment 24. Seller Accessibility 25. Seller Updates 26. Home Warranty 27. Other 28. None
16. APPLIANCES INCL. (R) 1. Oven 2. Range 3. Cooktop 4. Refrigerator 5. Disposal 6. Dishwasher 7. Microwave 8. Washer 9. Dryer 10. Water Softener Owned 11. Water Softener Rented 12. Window AC 13. Freezer 14. Other 15. None

- 17. MISC. EXTERIOR 1. Above Ground Pool 2. Inground Pool 3. Patio 4. Deck 5. Horse Allowed 6. Sprinkler System 7. Electronic Pet Containment
18. MISC. INTERIOR 01. Natural Fireplace 02. Gas Fireplace 03. Electric Fireplace 04. 2 or more Fireplaces 05. Free Standing Stove

- 6. Walk-in Closet(s) 7. Indoor Pool 8. Wet Bar 9. Security System 10. Intercom/Music 11. Pantry 12. Central Vacuum 13. Cable TV Available 14. Skylight 15. Vaulted Ceiling(s) 16. Sauna 17. Hot tub 18. High Speed Internet 19. Wood or Sim. Wood Floors

- 19. WATER/WASTE (R) 01. Municipal Water 02. Municipal Sewer 03. Community Shared Well 04. Private Well 05. Private Shared Well 06. Point Well 07. Septic System 08. Mound System 09. Holding Tank 10. Other 11. Water:None 12. Waste:None
20. MUNICIPALITY (R) 01. City 02. Town 03. Village

ROOM CODES BDR Bedroom BOR Bonus Room DAA Dining Area EXR Exercise Room FOY Foyer GRM Game Room LFT Loft MRM Mud Room COR Other Room SNP Screened Porch 2KN Second Kitchen SSR Sun/Four Season Room TRM Theatre Room TSR Three Season Room

- 21. ACCESSIBILITY 01. Bedroom on Main Level 02. Laundry on Main Level 03. Full Bath on Main Level 04. Open Floor Plan 05. Ramped or Level Entrance 06. Ramped or Level from Garage 07. Roll in Shower 08. Stall Shower 09. Grab Bars in Bath 10. Level Drive 11. Elevator/Chair Lift 12. Addl Accessibility Features

- 22. GREEN FEATURES 01. Green Building Certified 02. WI Energy Certified 03. Energy Assessment Available 04. Energy Star Appliance(s) or Mechanical(s) 05. Low E Windows 06. Reclaimed/Recycled Content 07. Low VOC Materials 08. Addl Green Features

- 23. HOBBY FARM 01. Dairy 02. Livestock 03. Horse 04. Crop 05. Tree 06. Organic 07. Tillable Land 08. Pasture Land



Listing Change Form
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Seller(s) Name: _____ MLS Number: _____

Property Address: _____

Contact Number: _____ Email: _____

Type of Change:

- Price Change Current Price _____ New Price _____
 - Cancel Listing Effective Date _____
 - Open House Date of Open House _____ Start Time _____ End Time _____
 - Other Specify change to be made: _____
 - Listing Description (Fill in information below)
 - Remarks (Fill in information below)
- _____

Status Change:

Accepted Offer: Date _____ Sale Price _____ Date Closed _____

Type of Offer:

- | | | | | | | |
|----------------------------------|----------------------------------|--------------------------------|---------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> CONV30 | <input type="checkbox"/> CONV15 | <input type="checkbox"/> FEDVA | <input type="checkbox"/> STVA F | <input type="checkbox"/> HA15 | <input type="checkbox"/> FHA30 | <input type="checkbox"/> ARM |
| <input type="checkbox"/> PRIVATE | <input type="checkbox"/> OWN-FIN | <input type="checkbox"/> CASH | <input type="checkbox"/> WHEDA | <input type="checkbox"/> ASUMFHA | <input type="checkbox"/> ASUMVA | <input type="checkbox"/> Other |
- Back on Market _____
- Active with Offer _____
- Remove Active with Offer _____

Sellers Printed Name

Date

Seller's Signature

An email confirmation will be sent once changes have been made.
Changes will be made within 24 hours of being received, please allow up to 72 hours for MLS to update the changes.



Order Form

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Orders@GatesandGablesChoice.com

Property Address: _____

Phone Number: _____ Email Address: _____

Gates and Gables Company has the following options available for purchase that can be added to any package as an “add-on” before and or after initial package purchase. Once you select your add-on’s and submit the form you will be sent an invoice and within 48 hours of payment completion your extras will be processed.

Options available for purchase: (checkmark all that apply):

Yard Signs:

Additional Yard Signs \$40
Open House Sign \$40
Professional Installed Yard Sign \$15

Photography Services & Options:

Professional Photography (10 photos) \$150
Additional 5 Photos (seller provided) \$15
Additional 5 Professional Photos \$30

Floor Plan Services:

Floor Plans \$145
Interactive Floor Plan (add on to floor plan) \$35

3D Tour Services:

3D Tour (up to 2,000 sq. ft.) \$225
3D Tour (additional 500 sq. ft.) \$30
3D Tour & Interactive Floor Plan (unlimited sq. ft.) \$325

Drone & Video Options:

Upload of Drone (provided by Seller) \$125
Upload of Video (provided by Seller) \$125
Professional Aerial Drone Photography \$275
Professional Drone Video & Photos \$375

Virtual Staging Options:

Virtual Staging – Twilight (1 photograph) \$30
Virtual Staging – Paint (1 photograph) \$65
Virtual Staging – Stage (1 photograph) \$85

Additional Advertising Opportunities:

Open House Advertising \$20
Additional MLS Listing (IL/WI) \$200
Rental Listing \$149

Lockbox Options:

Combination Lockbox \$45
Electronic Lockbox \$200 (\$100 fee & \$100 refundable deposit)

Convenience Items:

Appointment Setting Service \$85
Brochure Box \$20
Printable Color Flyer \$20

Sellers Printed Name

Date

Seller’s Signature

Email Completed Forms to: Orders@GatesandGablesChoice.com



Renewal Form
Gates & Gables Company
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Orders@GatesandGablesChoice.com

Property Address: _____

Phone Number: _____ Email Address: _____

I elect to upgrade my Package to the following and pay the corresponding upgrade fee: ("Package Upgrade")

Please Select from the following:

- Renew Land Package (Renewal Fee \$99 - \$50 in Savings)
- Renew Basic Package (Renewal Fee \$199 - \$50 in Savings)
- Renew Premium Package (Renewal Fee \$349 - \$50 in Savings)
- Renew Premium Plus Package (Renewal Fee \$549 - \$150 in Savings)

I understand that by Renewing I accept Flat Fee Terms and acknowledge and agree to be bound by same.

Sellers Printed Name

Date

Seller's Signature

Once you renew and submit the completed form you will be sent an invoice and within 48 hours of payment completion your renewal will be processed.

Email Completed Forms to: Orders@GatesandGablesChoice.com



Package Upgrade Form
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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