





**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**

\*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  | <i>**BNAR Only</i> |
|----------------------------|--|--------------------|
| *Elementary District #     | **Elementary School<br>2nd/Alternate Elementary School         |                    |
| *Jr High/Middle District # | **Jr High/Middle School<br>2nd/Alternate Jr High/Middle School |                    |
| *High District #           | **High School<br>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*

\*Buyer Entry Fee

\*Park Name

\*Land Included (Y/N)

\*Mobile Home Size

\*Security Deposit

Park Approval (Y/N)

Model

Additional Tip-out Size

Brand Name

\*Waterfront (Y/N)

**\*Sale Includes**

- A: Garage
- B: Lot
- C: Mobile Home
- D: Storage Shed

**\*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
- H: New-Ready for Occupancy
- M: Unknown

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

**\*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

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

**Area Amenities**

(Maximum of 6 Selections)

**REMARKS (Maximum 1000 characters)**

**EXTERIOR FEATURES**

**\*Lot Space Dimensions**

**\*Exterior Building Type**

- A1: Aluminum Siding
- A2: Vinyl Siding
- A3: Steel Siding
- C: Cedar
- I: Masonite
- J: Shakes
- R: Other

A: Aluminum/Vinyl/  
Steel Siding  
 (Maximum of 3 Selections)  
 (Fields in red are for Search purposes ONLY)

**Lot Description**

- 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
- J1: Nature Preserve Adjacent
- J2: Wetlands Adjacent
- K: 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
- U: Water Rights
- V: Water View
- W: Wooded
- X: Rear of Lot

**Exterior Property Features**

- 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

**Roof Type**

- A: Asphalt/Glass (Rolled)
- B: Asphalt/Glass (Shingles)
- C: Metal
- D: Rubber
- E: Slate
- F: Tar & Gravel
- G: Tile
- I: Shingles
- J: Flat Roof
- K: Pitched Roof
- L: Other

**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.

**Garage Details:**

**\*Garage Ownership**

A-Owned; B-Transferrable Lease; D-Fee/Leased; N-N/A

**\*Garage Type**

A-Attached; B-Detached; N-None

\*# Garage Spaces

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

(\$) Garage Details

- A: Garage Door Opener(s) B: Transmitter(s) C: Carport D: Heated E: Multiple Garages G: None/NA

\*Garage On-Site Y/N

**Exterior Parking Details:**

**\*Parking Ownership**

A-Owned; B-Transferrable Lease; D-Fee/Leased; N-N/A

\*Parking On-Site Y/N

\*# of Parking Spaces

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

(\$) Parking Details

- A: Assigned Spaces B: Unassigned C: Off Street D: Side Apron E: Driveway

**INTERIOR FEATURES**

\*# 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

\*# Full Baths

\*# Half Baths

\*Master Bedroom Bath

# Interior Fireplaces

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

Interior Property Features

- A: Vaulted/Cathedral Ceilings B: Skylight(s) C: Sauna/Steam Room D: Hot Tub E: Bar-Dry F: Bar-Wet I: Wood Laminate Floors

**ROOM DETAILS**

Size

Floor

Window Treatments

Laundry

Window Size Floor Treatments

Living Room

Dining Room

Kitchen

Family Room

Master Bedroom

2nd Bedroom

3rd Bedroom

4th Bedroom

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)

Kitchen Type

Appliances

- A: Separate B: Combined w/Living Room C: Combined w/Family Room D: L Shaped E: Eating Area-Breakfast Bar F: Eating Area-Table Space G: Galley H: Island I: Pantry-Butler J: Pantry-Closet K: Pantry-Walk-in L: Oven-Double M: Oven/Range N: Microwave O: Dishwasher P: Dishwasher-Portable Q: Refrigerator R: High End Refrigerator S: Refrigerator-Bar T: Freezer U: Washer V: Dryer W: Disposal X: Compactor-Trash Y: Grill-Indoor Z: All Stainless Steel Kitchen Appliances

\*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

- ATC-Attic v DEC-Deck GRT-Great Room v SCP-Screened Porch TAN-Tandem Room v NON- No additional rooms
BON-Bonus v EAS-Eating Area v LDY-Laundry SIT-Sitting Room v TER-Terrace
BR5-5th Bedroom v ENP-Enclosed Porch NUR-Nursery v STY-Study v UT1-Utility Room-1st Floor
BR6-6th Bedroom v ENH-Enclosed Porch Heated v OFF-Office v STG-Storage WIC-Walk In Closet
BRK-Breakfast Room v EXC-Exercise Room v PAN-Pantry SUN-Sun/Florida Room WRK-Workroom v
DEN-Den v FOY-Foyer REC-Recreation Room v SUH-Sun/Florida Room Heated v DTH-Other

**UTILITIES & ENERGY EFFICIENT FEATURES**

\*Air Conditioning

\*Water

\*Sewer

\*Heat/Fuel

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

**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**

**Green Features**

- A: Energy Star Homes
- B: LEED-H Certified
- C: LEED-H Silver
- D: LEED-H Gold
- E: LEED-H Platinum
- F1: NAHB Emerald
- F: NAHB Bronze
- G: NAHB Silver
- H: NAHB Gold
- I: Chicago Green Homes
- O: Other

- 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

**TAX/ASSESSMENTS**

| Tax Year              | Taxes | (\$)                            | Tax Exemptions | H-Homeowner; S-Senior; F-Senior Freeze; O-Other; N-None | Special Assessments                        | Y/N/U |
|-----------------------|-------|---------------------------------|----------------|---|--|-------|
| *Special Service Area |       | Y-Yes; N-No; T-Incl in Tax Bill |                |   | *If Special Service Area=Y, enter fee (\$) |       |

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

**Monthly Lot Rental**

**Vehicle Tax**

**\*Vehicle ID**

**\* Monthly Lot Rental Includes**

- A: Cable TV
- B: Cooking Gas
- C: Electricity
- D: Heat
- E: Water
- F: Parking
- G: Pool
- H: Scavenger
- I: Security
- J: Security System
- L: Exterior Maintenance
- M: Lawn Care
- N: Storage Lockers
- O: Snow Removal
- P: Lake Rights
- Q: Other
- R: None
- T: Air Conditioning
- U: Tax
- V: Common Insurance
- W: Club House
- X: Exercise Facilities

**OFFICE/SALES INFORMATION**

|               |  |                       |     |                      |     |
|---------------|--|-----------------------|-----|----------------------|-----|
| *Listing Type | E-Exclusive Right to Sell; X-Exclusive Agency  | *Agent Owned/Interest | Y/N | *Holds Earnest Money | Y/N |
| Lock Box Type | B-Sentrilock; D-Supra Blue iBox; F-Combination; G-Metal Push Button; N-None (Up to 2 selections maximum) |                       |     |                      |     |

\*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-Variabile; N-None

**\*Additional Sales Information**

**Sale Terms**

- 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
- N: None
- 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

**\*Possession**

**Agent Notices**

- A: Closing
- B: Immediate
- C: Lease Back Required
- D: Negotiable
- E: Prior to Closing
- F: Specific Date
- G: Tenant's Rights
- H: Other
- I: Harvest Rights
- A: Offer has been verbally accepted
- B: Paperwork pending
- C: Rental applications accepted
- D: Relocation signatures pending - verbally accepted
- E: Multiple offers received
- F: Highest and best called for
- G: Backup offers welcome
- H: Environmental issues exist
- I: Dangerous conditions exist
- J: Enter with caution

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

Owner's Phone

## 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