





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



General

Address

Address N/S/E/W Street Name Unit #/Addt'l Addr County Municipality (Taxing Municipality) State Zip Code + Four

Main Fields

Tax Number as it appears in Tax Data - including letters and spaces Rental Price Security Deposit Pet Deposit Application Fee MLS # For Sale

Listing Date (MMDDYY) Expiration Date (MMDDYY) Available Date (MMDDYY) Subagent Commission Buyer Agent Commission Bonus to Broker Broker Owned Y/N Property PIN Rooms Bedrooms Full Baths 1/2 Baths

Est Year Built Est Total Sq Ft Garage Spaces Garage Type Att/Det/None Budget Heat Budget Electric Association/Complex Name Units in Project Units in Bldg Floor #

Pets Perm. Y/N School District High School Middle School

Elementary School Body of Water (Deeded Water Access or Water Frontage)

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

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

Export

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

Directions:

Showing Info:

Rental Remarks:

Private Remarks:

- 01. TYPE**
- 01. Adult - 55+
- 02. Apartment
- 03. Condominium
- 04. Duplex / 2 Family
- 05. Multi Family
- 06. Single Family/Detach
- 07. Townhouse
- 08. View of Water
- 09. Water Access/Rights
- 10. Waterfrontage on Lot

- 02. STYLE**
- 01. 1 Story
- 02. 1.5 Story
- 03. 2 Story
- 04. Bi-Level
- 05. Tri-Level
- 06. Multi-Level
- 07. Other

- 03. GARAGE/PARKING**
- 01. Assigned Space (s)
- 02. Garage
- 03. Surface
- 04. Underground

- 04. BASEMENT**
- 01. Full
- 02. Partial
- 03. No Basement
- 04. Full Size Windows
- 05. Storage Unit
- 06. Walk Out/Outer Door

- 05. APPLIANCES INCL.**
- 01. Dishwasher
- 02. Disposal
- 03. Dryer
- 04. Microwave
- 05. Range
- 06. Refrigerator
- 07. Washer
- 08. Water Softener

- 06. HEATING\COOLING**
- 01. Central Air
- 02. Electric Heat
- 03. Gas Heat
- 04. Oil Heat
- 05. Wall/Sleeve Air
- 06. Window A/C Unit(s)

- 07. LEASE TERMS**
- 01. Month to Month
- 02. One Year
- 03. Other
- 04. Rent to Own
- 05. Two Year
- 06. Weekly

- 08. OCCUPANCY**
- 01. 30 Days or Less
- 02. Immediate
- 03. Negotiable
- 04. Refer to Avail Date
- 05. See Listing Broker

- 09. PET & SMOKING**
- 01. Cats Allowed
- 02. Dogs Allowed
- 03. No Pets allowed
- 04. No Smoking Allowed
- 05. Pet Restrictions
- 06. Smoking Allowed

- 10. RENT INCLUDES**
- 01. Electric
- 02. Garbage Collection
- 03. Gas
- 04. Heat
- 05. Sewer
- 06. Water

- 11. COMMON AMENITIES**
- 1. Elevator(s)
- 2. Fitness Center
- 3. Handicap Access
- 4. Laundry
- 5. Near Public Transit
- 6. Pool
- 7. Security

- 12. MISC. INTERIOR**
- 01. Cable TV Available
- 02. Fireplace
- 03. Full Bath on Main
- 04. Furnished
- 05. Handicap Equipped
- 06. Internet Available
- 07. Laundry Hook-up

- 13. MISC. EXTERIOR**
- 01. Balcony
- 02. Deck
- 03. Fenced Yard
- 04. Patio
- 05. Porch
- 06. Private Pool

- 14. DOCUMENTS**
- 01. Exc Right to Lease



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
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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:

- 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