

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.
 - Lupgrading 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:** Divorced Single Married 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: _____ Phone: _____ Email: _____ Name: Address: (if different from Property address): Seller #2: Name: ______ Phone: _____ Email: _____ Address: (if different from Property address): _____ Seller #3: _____ Phone: _____ Email: ____ Name: __ 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_____

Date

Legal Authorized Signature for Entity

Gates & Gables Choice MULTI-FAMILY PROFILE SHEET - Main Listing Data Fields: (Shaded areas, Directions, Showing Information and Remarks are optional.)

General

Address			® ""
Address N/S/E/W Street Name Main Fields	Unit #/Addt'l Addr County	Municipality (Taxing Municipality) State Zip Code + Four	GATES & GABLES
Tax Key Number as it appears in Tax Data Parcel 2,3,4 (Addt	tl Tax Keys For Sale) List Price	Coordinates N/S E/W Flood Plain Taxes (Net General) Taxes as of Year	Source Codes
Lot Size Est Acreage	Source Zoning Listing Date (MMDDYY)	Expiration Date (MMDDYY) Subagent Commission Buyer Agent Commission Enter % of Sale Price or \$ Amount Bonus to Broker Owne	
Prospects Contract Commission	Y/N Limited/Unserviced Owner's Name Listing	Property PIN Total Units Est. Year Built Source Est. Total Sq. Ft Sou	05. Developer
Inside Parking Outside Parking Occupancy Permit School District	High Sc	chool Middle School	10. Survey
Elementary School Subdivisi	ion Name	Subd. Dues / Yr Body of Water (Deeded Water Access or Water Frontage ONLY)	
Directions:			
Showing Info:			
Public Remarks:			
Private Remarks:			
Inclusions:			
Exclusions:			

Landy Service County C	Details							
	C/PY/N _	Y/NY/N/UY/N/U _		<u> </u>				
Part Continue	Laundry Security (Occupied Code DIHLR So	'					
Secular Front Address Excluded from VOW	AVERAGE RENT:			S:				
	Unit Type #1	Unit Type #2 Unit Type #3	Unit Type #4	Unit Type #1 Unit Type #2	Unit Type #3 Unit Type #4			
10. Type Fig. PARTIAL ST Type UNIT Continued 11. Sun 11. Furnished 12. Substituting 12. Sun Furnished 12. Substituting 12. Sun Furnished 12. Substituting 12. Sun Furnished 12. Sun	Export							
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14. Seal 14. Seal 14. Seal 14. Reage/Own 05. 17.5 Seal 17.5	•				,		,	
50 Water Access Rights 14 Steel 14 Ranged/Ven 15 Ranged/Ven 15 Ranged/Ven 15 Willy 15 Refrigerator 16 Bath 17 Storage Lockers 17 TYPE Water 16 Dahnwarter 16 Dahnwarter 17 Storage Lockers 17 Forces Air 22 Storage Lockers 17 Forces Air 22 Storage Lockers 17 Forces Air 22 Storage Lockers 17 Forces Air 18 Water Storage Lockers 18 Authority 18 Refrigerator 19 Ranged Ven 18 Ranged			•					
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10.	13. Other	OR CADACE/DADKING (D)	ŭ	0			OO TENANT BROWERS (B)	
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1. Stor More Stories 0.1 Studio/Efficiency 1. Studio/Efficie			10. 2ND TYPE UNIT					
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10.			02. 1 Bedroom	19. Eat-in Kitchen		Septic System	05. None	07. 2001 - 2500
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03. Stream 08. None 06. 1 Bath 23. Handicap Equipped 03. Heat 04. Creek 04. Creek 09. IST TYPE UNIT (R) 07. 2 Baths 24. Other 05. Water 01. Trash Collection 04. Prior Title Policy 01. 750 or Less 05. Pond 01. Studio/Efficiency 09. Dining Room 12. 4TH UNIT TYPE 08. Sever 02. Sever Charges 05. Abstract 02. 751 - 1000 04. Not-UDED 04. 3 or + Bedroom 09. Insight fireplace 05. Bedroom 07. Studio/Efficiency 07. Other 03. Water Charges 06. Subdivision Restrictions 07. Indep Inspection Report 04. 1251 - 1500 04. Dishwasher 05. I/2 Bath 13. Air Conditioning 04. 3 or More Bedrooms 1. Full 01. City 09. Septic Report 07. Indep Inspection Report 07.							` ,	
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10 10 10 10 10 10 10 10						18 TAY INCLUDES		29 EST SO ET # 3
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11. Furnished 12. I Bedroom 12. I Bedroom 13. Air Conditioning 14. Range/Oven 15. BaseMent (R) 19. MUNICIPALITY (R) 09. Septic Report 04. 1251 - 1500	,					9		
O2. Boat Slip/Ramp O5. 1/2 Bath 12. Natural Fireplace O3. 2 Bedroom 15. BASEMEN (R) 19. MUNICIPALITY (R) O8. Well fest O5. 1501-1750			11. Furnished	02. 1 Bedroom		-	07. Indep Inspection Report	04. 1251 - 1500
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10. Not Available							22. LC Amendment	Not Verified
								Not Available

Rev: 3/22



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	e Start Time		End Time	
Other Specify change to be	e made:			
Remarks (Fill in information below) Status Change:				
Accepted Offer: Date	Sale Price Date Clos	ed		
Type of Offer: CONV30 CONV15 PRIVATE OWN-FIN Back on Market Active with Offer Remove Active with Offer	FEDVA STVA F CASH WHEDA	HA15 ASUMFHA	FHA30 ASUMVA	ARM Other
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@Gates and Gables Choice.com

Property Address:	
Phone Number:	Email Address:
Gates and Gables Company has the following options ava an "add-on" before and or after initial package purchase. will be sent an invoice and within 48 hours of payment co	Once you select your add-on's and submit the form you
Options available for purchase: (checkmark all t	hat apply):
Yard Signs: Additional Yard Signs \$40 Open House Sign \$40 Professional Installed Yard Sign \$15	Virtual Staging Options: Virtual Staging – Twilight (1 photograph) \$30 Virtual Staging – Paint (1 photograph) \$65 Virtual Staging – Stage (1 photograph) \$85
Photography Services & Options: Professional Photography (10 photos) \$150 Additional 5 Photos (seller provided) \$15 Additional 5 Professional Photos \$30	Additional Advertising Opportunities: Open House Advertising \$20 Additional MLS Listing (IL/WI) \$200 Rental Listing \$149
Floor Plan Services: Floor Plans \$145 Interactive Floor Plan (add on to floor plan) \$35	Lockbox Options: Combination Lockbox \$45 Electronic Lockbox \$200 (\$100 fee & \$100 refundable deposit
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	Convenience Items: Appointment Setting Service \$85 Brochure Box \$20 Printable Color Flyer \$20
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	
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@Gates and Gables Choice.com

Property Address:			
Phone Number:Email Address:			
I elect to upgrade my Package to the following and pay the c	orresponding upgrade fee: ("Package Upgrade")		
Please Select from the following:			
Renew Land Package (Renewal Fee \$99 - \$50 in Savin	gs)		
Renew Basic Package (Renewal Fee \$199 - \$50 in Savi	ngs)		
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 a	cknowledge 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

		_	
	Email Address:		
l elect to upgrade my Package t	the following and pay the corresponding upgrade fee: ("Package Upgrade'	")	
Please Select from the following			
Upgrading from <u>Basic</u> P	ckage to <u>Premium</u> Package (Upgrade Fee \$150)		
Upgrading from Basic P	ckage to <u>Premium Plus</u> Package (Upgrade Fee \$450)		
Upgrading from Premiu	<u>n</u> Package to <u>Premium Plus</u> Package (Upgrade Fee \$300)		
_	pgrade may change the terms and conditions that applied to my previous par the information provided above is accurate, true and complete and accept Fla ree 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