





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



Source Codes	
01.	Appraiser
02.	Blueprint
03.	Broker or Agent
04.	Builder
05.	Developer
06.	Other
07.	Plat Map
08.	Public Record
09.	Seller
10.	Survey

General

Address

Address Street Name Unit #/Add'l Addr County Municipality (Taxing Municipality) State Zip Code + Four

Main Fields

Tax Key Number as it appears in Tax Data Parcel 2,3,4 (Addtl Tax Keys For Sale) List Price Coordinates Flood Plain Taxes (Net General) Taxes as of Year

Lot Size Est Acreage Source Zoning Listing Date (MMDDYY) Expiration Date (MMDDYY) Subagent Commission Buyer Agent Commission Bonus to Broker Broker Owned

Named Prospects Electronic Consent Exclusive Agency Contract Variable Commission Limited/Unserviced Listing Owner's Name Property PIN Total Units Est. Year Built Source Est. Total Sq. Ft Source

Inside Parking Outside Parking Occupancy Permit School District High School Middle School

Elementary School Subdivision Name Subd. Dues / Yr Body of Water (Deeded Water Access or Water Frontage ONLY)

Directions: _____

Showing Info: _____

Public Remarks: _____

Private Remarks: _____

Inclusions: _____

Exclusions: _____

Details

C/P Y/N Y/N Y/N/U Y/N/U
Laundry **Security** **Occupied** **Code** **DIHLR** **Scheduled Gross** **Gross Operating** **Total Operating** **Net Operating**
Common/Private Deposit Compliant Income Income Expense Income

AVERAGE RENT: **# OF UNITS:**
 Unit Type #1 Unit Type #2 Unit Type #3 Unit Type #4 Unit Type #1 Unit Type #2 Unit Type #3 Unit Type #4

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

- | | | | | | | |
|---|---|---|--|---|---|--|
| <p>01. TYPE (R)
 01. Townhouse
 02. Rooming House
 03. Apartment Building
 04. Duplex +
 05. Waterfrontage on lot
 06. Water Access/Rights
 07. Subdivision
 08. Association
 09. Elevator
 10. Handicap Access
 11. New Construction
 12. View of Water
 13. Other</p> <p>02. # OF STORIES (R)
 01. 1 - 2 Stories
 02. 3 - 4 Stories
 03. 5 or More Stories</p> <p>03. WATER FRONT/ACCESS
 01. Lake
 02. River
 03. Stream
 04. Creek
 05. Pond
 06. Bay</p> <p>04. INCLUDED
 01. Pier
 02. Boat Slip/Ramp
 03. Buoy</p> <p>06. EXTERIOR (R)
 MAIN
 01. Brick
 02. Stone
 03. Wood
 04. Aluminum
 05. Steel
 06. Vinyl
 07. Asbestos/Asphalt
 08. Stucco/Slate
 09. Masonite/Pressed Board</p> | <p>PARTIAL
 10. Brick
 11. Stone
 12. Wood
 13. Aluminum
 14. Steel
 15. Vinyl
 16. Asbestos/Asphalt
 17. Stucco/Slate
 18. Masonite/Pressed Board
 19. Aluminum Trim
 22. Fiber Cement
 20. Other</p> <p>08. GARAGE/PARKING (R)
 01. Underground Garage
 02. Carport
 03. Underground Space
 04. Outdoor Space
 05. Indoor Space
 06. Additional Space Available
 07. Near Public Transit
 08. None</p> <p>09. 1ST TYPE UNIT (R)
 01. Studio/Efficiency
 02. 1 Bedroom
 03. 2 Bedrooms
 04. 3 or + Bedrooms
 05. 1/2 Bath
 06. 1 Bath
 07. 2 Baths
 08. Living Room
 09. Dining Room
 10. Family Room
 11. Furnished
 12. Natural Fireplace
 13. Air Conditioning
 14. Range/Oven
 15. Refrigerator
 16. Dishwasher
 17. Disposal
 18. Washer/Dryer
 19. Eat-in Kitchen
 20. Balcony/Patio
 21. Cable TV Available
 22. Storage Lockers
 23. Handicap Equipped
 24. Other</p> | <p><i>1ST TYPE UNIT Continued</i>
 10. Family Room
 11. Furnished
 12. Natural Fireplace
 13. Air Conditioning
 14. Range/Oven
 15. Refrigerator
 16. Dishwasher
 17. Disposal
 18. Washer/Dryer
 19. Eat-in Kitchen
 20. Balcony/Patio
 21. Cable TV Available
 22. Storage Lockers
 23. Handicap Equipped
 24. Other</p> <p>10. 2ND TYPE UNIT
 01. Studio/Efficiency
 02. 1 Bedroom
 03. 2 Bedroom
 04. 3 or + Bedrooms
 05. 1/2 Bath
 06. 1 Bath
 07. 2 Baths
 08. Living Room
 09. Dining Room
 10. Family Room
 11. Furnished
 12. Natural Fireplace
 13. Air Conditioning
 14. Range/Oven
 15. Refrigerator
 16. Dishwasher
 17. Disposal
 18. Washer/Dryer
 19. Eat-in Kitchen
 20. Balcony/Patio
 21. Cable TV Available
 22. Storage Lockers
 23. Handicap Equipped
 24. Other</p> <p>12. 4TH UNIT TYPE
 01. Studio/Efficiency
 02. 1 Bedroom
 03. 2 Bedroom
 04. 3 or More Bedrooms
 05. 1/2 Bath
 06. 1 Bath
 07. 2 Baths
 08. Living Room
 09. Dining Room
 10. Family Room
 11. Furnished
 12. Natural Fireplace
 13. Air Conditioning
 14. Range/Oven
 15. Refrigerator
 16. Dishwasher</p> | <p>11. 3RD TYPE UNIT
 01. Studio/Efficiency
 02. 1 Bedroom
 03. 2 Bedrooms
 04. 3 or + Bedrooms
 05. 1/2 Bath
 06. 1 Bath
 07. 2 Baths
 08. Living Room
 09. Dining Room
 10. Family Room
 11. Furnished
 12. Natural Fireplace
 13. Air Conditioning
 14. Range/Oven
 15. Refrigerator
 16. Dishwasher</p> <p>13. OWNER PAYS (R)
 01. None
 02. Cooking Gas
 03. Heat
 04. Electric/Tenant
 05. Electric/Public
 06. Water
 07. Sewer
 08. Other</p> <p>14. TENANT PAYS (R)
 01. None
 02. Cooking Gas
 03. Heat
 04. Electric
 05. Water
 06. Sewer
 07. Other</p> <p>15. BASEMENT (R)
 1. Full
 2. Partial
 3. Crawl Space
 4. Walk Out/Outer Door
 5. Block
 6. Poured Concrete
 7. Brick
 8. Laundry Facilities
 9. None</p> <p>16. HEATING/COOLING (R)
 01. Natural Gas
 02. Propane Gas
 03. Electric
 04. Oil</p> | <p><i>4TH UNIT TYPE Continued</i>
 17. Disposal
 18. Washer/Dryer
 19. Eat-in Kitchen
 20. Balcony/Patio
 21. Cable TV Available
 22. Storage Lockers
 23. Handicap Equipped
 24. Other</p> <p>HEATING/COOLING Continued
 05. Solar
 06. Wood/Coal
 07. Central Air
 08. Wall/Sleeve Air
 09. Individual Heating Units</p> <p>17. WATER/WASTE (R)
 1. Municipal Water
 2. Municipal Sewer
 3. Community Shared Well
 4. Private Well
 5. Private Shared Well
 6. Point Well
 7. Septic System
 8. Mound System
 9. Holding Tank
 10. Other</p> <p>18. TAX INCLUDES
 01. Trash Collection
 02. Sewer Charges
 03. Water Charges</p> <p>19. MUNICIPALITY (R)
 01. City
 02. Town
 03. Village</p> <p>20. 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. Auction</p> | <p>21. SELLER OWNED (R)
 01. Washer
 02. Dryer
 03. Water Softener
 04. Water Heater
 05. None</p> <p>22. SELLER LEASED (R)
 01. Washer
 02. Dryer
 03. Water Softener
 04. Water Heater
 05. None</p> <p>23. TENANT PROVIDES (R)
 01. Washer
 02. Dryer
 03. Water Softener
 04. Water Heater
 05. None</p> <p>24. 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. Lease/Rent Agreement
 15. Deed Restrictions
 16. Zoning
 17. Lead Paint Disclosure
 21. Green Disclosure Statement
 22. Energy Efficiency Certified
 23. Green Building Certified
 18. None
 20. Other
 21. Listing Contract
 22. LC Amendment</p> | <p>26. EST SQ. FT. # 1 (R)
 01. 750 or Less
 02. 751 -1000
 03. 1001 - 1250
 04. 1251 - 1500
 05. 1501 - 1750
 06. 1751 - 2000
 07. 2001 - 2500
 08. 2501 or more
 09. Not Verified
 10. Not Available</p> <p>27. EST SQ. FT. # 2
 01. 750 or Less
 02. 751 - 1000
 03. 1001 - 1250
 04. 1251 - 1500
 05. 1501 - 1750
 06. 1751 - 2000
 07. 2001 - 2500
 08. 2501 or more
 09. Not Verified
 10. Not Available</p> <p>28. EST SQ. FT. # 3
 01. 750 or Less
 02. 751 - 1000
 03. 1001 - 1250
 04. 1251 - 1500
 05. 1501 - 1750
 06. 1751 - 2000
 07. 2001 - 2500
 08. 2501 or more
 09. Not Verified
 10. Not Available</p> <p>29. EST SQ. FT. # 4
 01. 750 or Less
 02. 751 - 1000
 03. 1001 - 1250
 04. 1251 - 1500
 05. 1501 - 1750
 06. 1751 - 2000
 07. 2001 - 2500
 08. 2501 or more
 09. Not Verified
 10. Not Available</p> |
|---|---|---|--|---|---|--|



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