

# Photography Services Staging Prep Sheet

## All Rooms

- Freshly vacuum
- Dust
- Make sure all light bulbs are working
- Remove any signs of pets
- Tidy up desk areas
- Align rugs
- Straighten pictures
- Align window coverings
- Unplug hanging cords & wires

## Bathrooms

- Remove toilet bowl brushes
- Clear counter of personal items
- Remove any dirty towels
- Tidy all shelves
- Close toilet seat

## Laundry Room

- Put away all laundry
- Tidy the shelves & counter tops

## Entryway

- Put shoes away
- Hang coats or put in closet

## Kitchen

- Remove any clutter from counter
- Put small appliances away
- Make sure large appliances are clean

## Bedrooms

- Straighten bed coverings and pillows
- Remove personal items off all surfaces

## Dining Room

- Straighten chairs
- Remove items off of standing furniture

## Living Area/Family Rooms

- Put away personal items
- Straighten pillows, blankets/throws
- Make sure all furniture is aligned for a smooth path

## Outdoor Areas

- Cut grass
- Weed as necessary
- Put away all lawn tools
- Remove garbage can
- Put cars in the garage



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## Photography Services | Expectations

### **What will be photographed?**

The 3D photo shoot is for interior spaces. The camera is not designed for outdoor use. Depending on sun light conditions, limited areas such as a covered patio or deck might be able to be included in the tour, but are not guaranteed. However with the right conditions (no rain) exterior positions can be included in the 3D tour. These generally take longer than interior photos and are optional and up to the photographer's discretion. Small closets and garages are generally not photographed. Large walk-in closets are included, based on agent/owner preference. Two separate buildings must be photographed as two separate models, and are priced accordingly. Examples are detached living quarters, workshop, cottage, etc.

### **How long will it take?**

3D photography generally takes longer than still photography. For homes, plan on 30 minutes per 1,000 square feet, plus 15 minutes for set up and planning. A 3,000 square foot home will take approximately 2 hours to complete.

In commercial/office environments the photography generally takes less time, but is dependent on type of space and level of detail required.

### **Does anyone need to be present?**

Due to the nature of the photography, people and pets cannot be in the vicinity of the camera. We work alone (lockbox), or with the agent, business owner or home owner present. A confirmation text will be sent when the scan is complete if working alone. Because the camera rotates 360 degrees with each photo scan, people/animals cannot be in view of the camera during the session. The camera does record the exterior through windows, so if workers are on site outdoors, we cannot guarantee they will not be viewable in some camera angles.

### **Home/Site Preparation:**

Go from room to room. Make sure the space is in a 'staged' condition with no clutter, is vacuumed and dusted with all light bulbs working. We recommend removing personal items from bathrooms, counters, showers, sinks and laundry areas. Also remove toilet bowl brushes, pet dishes, etc. Tidy up desk areas, align rugs, straighten pictures and window coverings, unplug hanging cords and wires. We have a checklist available.

### **How does lighting impact the 3D Tour?**

The 3D pro-camera collects HDR (high dynamic range) data and automatically balances the bright and dim areas of the property. There is no 'photo-shop' or adjustment capability. It operates very well in low light conditions so additional lighting sources are generally not required.

### **How long does it take to get my completed model?**

The links to your 3D Showcase will be emailed. Usually turnaround time is within 24 hours, however some models can take longer to process and review prior to sending the links.

### **What is delivered?**

You receive the showcase, dollhouse, VR option and floor plan views all as branded and unbranded (for MLS) links that can be easily shared via email, text or social media. You also receive your model as HTML code to embed on any website. By request, the OBJ file can also be provided. Floor plans can be ordered for an additional fee.

## **Is there a limitation on how many times I can use the Showcase link or the embed code?**

You have unlimited access. Where does the file get stored?

The Matterport 3D Showcase is cloud based and resides on Matterport servers. Due to the enormous amount of data it isn't possible to host the model locally.

## **How long will my model be hosted?**

We host models for a period of one year or until the listing is sold. Upon the selling of a home, the Matterport tour will no longer be available. For additional years of hosting, there is an annual renewal fee.

**Other considerations (policies):** It is the client's responsibility to ensure that the property is ready for photography at the arranged time. Photographers reserve the right to terminate the photo shoot if the property is not ready and will cause them to be delayed to their next job. A cancellation after arrival fee is applicable in this situation.

**Unable to Shoot Fee:** In the event that the photographer arrives to the property and cannot access it or it is not ready to photograph, then you agree to pay travel time \$60.

**Staging** (see attached sheet)

**The property** must be clean and presentable at the scheduled time of the shoot. **We will not** handle any cleaning, dusting, or moving of furniture - liability reasons. We will, at the photographer's discretion, adjust window coverings or turn on or off lights as deemed necessary to better capture the scene(s) and move small items that may be distracting in the photo. The homeowner shall ensure that there are no hazards to the photographer's safety.

**Pets** are to be contained or removed from the property for the photography session. The photographer will do everything to ensure pets stay inside, but are not responsible for pets that escape the property during the photography session.

As mentioned on page one, it is best if all pets and people have vacated the property to insure a properly aligned model with no inadvertent glimpses of people or pets.

**Photographers** will do their best to include all aspects of the property unless the condition has a negative impact on the tour. This shall be left solely up to the photographer's discretion, unless specific aspects of the property are requested by the agent, homeowner or proprietor.

Once the space has been photographed, the service may not be canceled. The agent or business owner will be charged the full price of the package ordered.

In addition, we will not retouch images, especially in order to disguise any known defects and/or physical structures such as cracks in walls or driveways, power lines, water towers, etc.

Please let us know if you are not 100% satisfied with our service or products and do not hesitate to contact us with any questions you may have.

## **Terms**

All images and media are the sole property of Perspective 3-D and may not be sold to other parties without our permission. You are purchasing a license to use these images for a single property.

We reserve the right to use any photos and/or tour for our advertising purposes.

Payment in full is expected within 15 days unless other arrangements have been made. You may pay by cash or check on location. Credit cards are accepted via online invoicing.

NOTE: We are now applying a late fee of \$15 for every 7 days a payment is past due. Perspective 3-D reserves the right to update these Terms and Conditions at any time.

