

Dear Valued Clients,

In the wake of increasing risks related to the COVID-19 pandemic, please review our updated policies below. Our number one priority is the health and safety of our team and our clients. Precautions include, but are not limited to the following:

- Please have your home, property or business site appropriately prepared for 3D photography. Prepare as though visitors are coming into your home or building, similar to an open house. Reach out if you have any specific questions as to how to prepare (staging sheet attached).
- Prior to your 3D capture/shoot, we ask that you turn on all lighting, open all doors related to the tour, raise blinds if necessary and turn off all ceiling fans.
- In an effort to reduce exposure and to speed up our time on site, we ask that everyone exit the building prior to our arrival. This also enables us to quickly deliver your assets so that you can get back to conducting important family or business activities. We are asking for a key, lockbox or code to gain access. If necessary, someone can meet on site to let us in.
- We want to minimize everyone's exposure so our team members will be sanitizing their hands before and after each shoot, wear appropriate gloves and masks, and will be cautious about touching surfaces. If the situation warrants, we will utilize additional personal protection gear.
- We will have sanitizing wipes along with us and will wipe off appropriate surfaces prior to departure.
- We will ensure that all team members providing services will have not recently traveled and are not showing any signs of illness related to COVID-19 symptoms. As an added measure we will be taking our temperature through out the day.

Thank you for your trust, your cooperation and your understanding.  
We wish you the best of health and happiness during these trying times.

Don't hesitate to give us a call or send a text or email if you have any questions.  
info@perspective3-d.com | 616-312-3947



## Photography Services Staging Prep Sheet & Checklist

### All Rooms

- Freshly vacuum
- Dust and clean all surfaces
- Ensure all light bulbs are working
- Remove any signs of pets
- Tidy up desk areas
- Align rugs
- Straighten pictures
- Align window coverings
- Unplug visible 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 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 (may be seasonal)

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

### Just before shoot

- Turn all ceiling fans OFF. They will create a motion blur in your photo.
- Turn all inside lights ON. This will help balance the light in most areas.
- Have all pets and people exit the property so that we can quickly photograph your home without any impediments or distractions.

**Home buyers usually make up their minds about a property approximately 8 minutes from the time they drive up to the home and walk inside. Imagine how a buyer might see your home for the first time. You will want to create a welcoming entry and an inviting atmosphere so your home will stand out against the competition. The photos we take of your home are usually the first impression that potential buyers will see. 85% of home buyers search online first! The following suggestions will assist you in preparing your home for the best possible photos.**



**Please have these things done BEFORE the photographer arrives.**

While we LOVE all animals, we appreciate being able to work without furry friends getting in the photos! Please have all pets restrained and out of sight on the day of the shoot.

**Exterior:** Move all vehicles from driveway and in front of the house, before the photographer arrives. Remove all trash cans, debris & toys, including portable basketball hoops. The front door should be clean and welcoming. Front and back patios, decks, porches and yards should be clean and neat and staged with patio furniture if available. Remove all dead plants or empty pots, hoses, toys, bikes, pet items, etc.

**De-Clutter:** Start your packing early! Now is a great time to sort, pack, donate and generally simplify. You will have less to do to get ready for showings and buyers will see a clean, clutter-free home! If you have packed boxes make sure they are in an area that we are not photographing. Please Remember... Clean Sells! If you don't want to clean it yourself, call a professional to do it for you. You want potential buyers to use the word "Immaculate!" when they walk through your home.

**Every Room:** Remove all trash cans, humidifiers, table or standing fans & pet food bowls, beds, cages and toys. We will not be taking photos of an unfinished basement (unless requested) or inside the garage so you can hide these items there while the photos are being taken. Please check and replace burned out light bulbs and make sure all ceiling fans are off.

**Home Office:** If there is a home office, please remove all miscellaneous papers, unused computer & office equipment, etc. Also, remove any exercise equipment or items that are not "office" related. You want to showcase this room as an organized work-space.

**Living and Family Rooms:** Make sure all remotes, extra cables, game consoles and miscellaneous books & magazines are put away. Remove any over-sized or extra furniture that makes the room look crowded. Only display one or two family photos. Remove any exercise equipment, toys, humidifiers, fans, etc. This room should be a stress-free, relaxing family area.

**Kitchen:** Remove small appliances, refrigerator magnets, wash cloths, dishes, cleaning items, drainers, soap dispensers, sink stoppers, Bulletin Boards, calendars, etc. Have all counters, tables, top of the refrigerator, etc. cleared off. All Food items should be put away in cupboards, pantry or refrigerator. Remove rugs, trash cans and any pet items. Remove items stored or displayed above the kitchen cabinets. Remove all but a few “Kitchen type” decorator items. A clean coffee maker and live plants are fine.

**Bedrooms:**

Clothes should be put away in the closet or dresser drawers and beds should be neatly made. Use your best bedding and pillows! Remove all unnecessary items or extra furniture and work-out equip. fans, humidifiers, etc. The Master Bedroom should be an adult space with no kids items and as luxurious yet simple as possible. Think Hilton Hotel.

**Bathrooms:** Remove all personal care items from the bathroom counter tops, showers & tubs. Shampoo bottles, toothbrushes, scales, shower racks, razors, etc. Also, remove all jewelry boxes, bath rugs, used towels, robes & hooks on the back of doors garbage cans and hampers, and make sure toilet lids are down. You may leave out your best towels for staging. CLEAN! CLEAN! CLEAN!

**TIP:** For all bathrooms we recommend that you use a small plastic basket to put your favorite shampoo, soap, and personal care items into so that when you leave for the day or you have showings you can quickly stash it in a cabinet and buyers will see a bathroom free of your personal stuff. Think Model Home!

**Plants:** If possible fresh, live potted or planted flowers are great on the front walk or porch, weather permitting. If you have live plants in the home make sure they are free of dead leaves and looking healthy. If you have artificial green plants make sure they are clean and dust free. Remove any colorful dried or artificial “flowers”.

**Windows:** If possible clean your windows. Especially those with awesome views! Remove screens where possible to allow better views. Remove heavy or dated window coverings & make sure the blinds are clean and in good condition.

**Pets:** Please remove all pet crates, food/water bowls, beds, toys, kitty condos, litter boxes, etc. This is a great time to pack up your pets extra accessories. Organize and eliminate old and unused pet items. This will also cut down on preparations for showings!

**Seasonal Items and Decorations:** While décor and artwork lends to a warm and cozy feeling throughout your home, if your home is too taste specific potential buyers will not be able to “see around” your style to envision themselves there. Now is not the time to put out the holiday decorations. Seasonal items will date your photos. Wait until after the photos are complete.



Thank you for your assistance in getting your home ready for great photos!