

# Property Access Checklist

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Please complete this form before the shoot so we arrive ready and the session runs smoothly. The more detail you give us, the faster and better the shoot goes. Return it by email or bring it to the appointment.

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## Property & Contact

- Property address: \_\_\_\_\_
- Shoot date & time: \_\_\_\_\_
- Listing agent / Client: \_\_\_\_\_
- Brokerage: \_\_\_\_\_
- On-site contact & phone (day of shoot): \_\_\_\_\_

## Access

- How do we get in? (check one)
  - ☐ Agent/owner will meet us on site
  - ☐ Lockbox - location: \_\_\_\_\_ code/instructions: \_\_\_\_\_
  - ☐ Smart lock / keypad - code: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_
- Gated community or building? ☐ No ☐ Yes - gate/call-box code: \_\_\_\_\_
- Alarm system? ☐ No ☐ Yes - disarm instructions: \_\_\_\_\_
- Parking instructions: \_\_\_\_\_

## Occupancy & Condition

- Is the property occupied? ☐ Vacant ☐ Owner-occupied ☐ Tenant-occupied
- Will occupants be home during the shoot? ☐ No ☐ Yes
- Has the Pre-Shoot Prep Checklist been completed? ☐ Yes ☐ In progress
- Pets on site? ☐ No ☐ Yes - type & where they'll be secured: \_\_\_\_\_

## Scope - What to Capture

- Rooms / areas to include: \_\_\_\_\_
- Areas to EXCLUDE or skip: \_\_\_\_\_
- Special features to highlight (renovations, view, pool, primary suite, lot lines): \_\_\_\_\_
- Services booked: ☐ Photos ☐ Drone/Aerial ☐ Video ☐ Twilight ☐ Virtual Staging
- Drone notes (nearby airport, HOA rules, obstacles): \_\_\_\_\_

## Delivery

- Send the gallery to (email): \_\_\_\_\_
- Rush / same-day delivery requested? ☐ No ☐ Yes

## Authorization

I confirm I am the listing agent or am authorized to arrange media for this property and that the access information above is accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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