

LEVINSON LOCATIONS

LevinsonLocations.com

2155 W Hubbard St #3, Chicago

847-602-0701

Property Owner Field Guide

Selecting your property for a photo or film shoot:

Now that we have scouting photos, as soon as we have a request we will share your location with clients for whom we think it would be a good fit. If a client shows interest in your property, the process usually goes as follows:

- Someone from our team will contact you to check your availability for the shoot dates, share the rate budgeted for the project, and explain the size and type of production. We will work with you to minimize the impact to your regular routine but will do our best to communicate about the accommodations you would be asked to make.
- If you are available, we may set up a time for the producer, photographer, creative director and/or clients to come by in person. Generally, there is no compensation for scouting as they may still be considering multiple options. Phone calls to check your availability and set up scouting could happen quite often, and a scouting visit does not guarantee that your property will be chosen in the end.
- If your location is selected, we will send you a list of questions for the contract that we draw up between you and our client. We may also request very specific information from you about your space—anything from paint colors to information about artwork on your walls. Because shoots usually happen on very short notice, it's imperative that you are available on the days leading up to the shoot to get these details sorted out. Noise is a particular concern for some projects.
- In addition, it is your responsibility to notify us about construction in the area of your property, or anything else that may disrupt a photo or video shoot.
- Please reschedule landscapers and other services if they would usually come on the day of your shoot. We may need to arrange for pets to be out of the house during the shoot. And we recommend rescheduling your regular cleaning to happen after a shoot.
- Once the contract is fully executed, the shoot is booked; but please understand that in the photo/film industry things change like Midwest weather. If you bear with us, we can make it through and have fun doing it!

The impact of a photo or film shoot on your property:

Ideally, there should be very little impact! Our goal is to have everything left just as it was found. Before and during a film shoot, the crew works quickly and efficiently to transform your property into their set, and then back. This is what you can expect during the prepping and shooting process:

- Leading up to the shoot, Levinson Locations will contact you to discuss finer details and make

requests. There may be additional scouting/planning visits to your space. If you have concerns as you learn more about the production, please share those so that we can advocate for your needs.

- You will receive a Certificate of Insurance naming your property as “additionally insured”. This means that there is insurance coverage for any damage to your property, should it occur.
- You will receive the check for your location fee on the first day of shooting.
- When the crew arrives, either you or a representative your space should be available to grant access at the arranged time, or we can arrange for someone from our team to pick up a key from you beforehand.
- There will also be walkthroughs at the beginning and end of the shoot to document the property and ensure that everything is returned to its original location and condition. Ideally, you will be there to walk through with the team. If you can't be, it is a good idea to document the condition of the space before you turn it over to the crew.
- Aside from walkthroughs, you do not need to be present during shooting or filming. And we think it is actually ideal if you are away. The production reserves the right to have the location to themselves if for any reason that is necessary. For video shoots in particular, this may be due to the need for perfect silence.
- Your space and belongings will be reasonably protected. This might include floor and wall coverings, draping, etc as appropriate. Please tell us in advance if there are any surfaces, pieces of furniture, artwork, or décor that require particular care.
- Your furniture and artwork will be moved into or out of shots. There will be a lot of people and activity in your space. You may want to remove fragile or sentimental items from rooms prior to the crew's arrival, but everything you allow them to use will be returned to its original layout when the job concludes.

After your shoot:

We want to make sure that your experience was as pleasant as possible, and the 24 hours after a production moves out are the best time to resolve anything outstanding. These are things you can do to help us meet your needs:

- If the property was not left in its original condition, please contact Levinson Locations as soon as possible and document the problem. If repairs or cleaning are needed, Levinson Locations will coordinate services to return your property to its original state at the client's expense.
- An overtime payment may be due to you if the crew was onsite longer than stated in the contract. Please notify Levinson Locations about any overages so that we can include those hours in our final invoice to the client.

If after your shoot, a member of the production returns asking to use your location again, please redirect them to speak with Levinson Locations. Although Levinson Locations does not have an exclusivity agreement with you for all shoots, there is a non-circumvention clause in our contract. This means we expect our clients to coordinate recurring shoots through us, and we trust that you will assist us in maintaining this expectation. Levinson Locations is also the advocate for your needs during a production, so it is useful to have us on your side.

Filing taxes for your rental income:

If you are renting out your primary residence, we want you to know that the income may be tax-free. Make sure to remind your accountant about Publication 527, TAX TOPIC 415, in case this applies to you.

We look forward to working with you!

If there is anything we can do to make your experience with us a positive one, don't hesitate to call or email us. Our contact information and our website are at the top of this document.