

# LEVINSON LOCATIONS

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LevinsonLocations.com

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## Property Owner Field Guide

### Selecting your property for a photo or film shoot

If a client shows an 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.
- If you are available, we may set up a time for the producer, photographer, creative director and/or clients to come by and scout your home 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 scout does not guarantee that your home will be chosen in the end.
- If your home 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 home—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.
- 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. Excess noise is a particular concern for some projects.
- 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!
- Please reschedule landscapers and other services if they would usually come on the day of your shoot. We also recommend rescheduling your regular cleaning to happen after a shoot.

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

Ideally, there would be very little impact! Our goal is to have your home left better than 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 gather finer details and make requests. There may be additional scouting/planning visits to your space before move-in begins. If you have concerns as you learn about the production, please share those with us so that we can advocate for your needs.
- You will receive a Certificate of Insurance naming your location as “additional insured”. This means that there is insurance coverage for damage to your property, should it occur.
- You will receive a check for your location fee on the first day of shooting.
- You should plan to have your home cleaned the day before the first day of shooting. The home should be “shoot ready” prior to the crew’s arrival.
- When the crew arrives, you or a representative for your location should be present to grant access to the space. 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.
- Aside from walkthroughs, you do not need to be present during shooting or filming, and in most cases should stay out of the areas used by the production. The production reserves the right to have the location to themselves if for any reason that is necessary for the good of the production.
- Your space and belongings will be reasonably protected. This might include floor and wall coverings, draping, etc. Please tell us in advance if there are any surfaces, pieces of furniture, or art 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 home. You may want to remove fragile or sentimental items from rooms prior to the crew’s arrival, but everything 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.
- Overtime hours may be due to you if the crew was onsite longer than stated in the contract. Please notify Kate 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 you may not be exclusive with Levinson Locations, there is a non-circumvention clause in our contract. We trust that you will abide by that. 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**

We at Levinson Locations want you to know that if you rent out your primary residence for 14 days or fewer per year, the income is tax-free! Make sure to remind your accountant about Publication 527, TAX TOPIC 415.

And of course, 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.

### **Facebook Group: "Levinson Locations' Homeowners"**

We have a closed group on Facebook to keep homeowners connected with us. Feel free to join the fun! If you'd like an invite, let us know.