



Photo Documentation

Photograph submissions are critical with the business model between SFP and Contractors. In order to minimize orders being held up in follow up, or even denied payment, meeting the minimum photo requirements is a must.

The requirements in this document outline the type and quantity of photos required for various line items. In some instances, photos needed may not be represented in the requirements outlined for the line item. Each property and circumstance are different and requires professional judgment in order to ensure the proper photos are included that portray the scope of work or needs at the asset. Please remember to take your after photos from the same angle as your before photos showing the clear scope of work has been completed.

On the first visit to a vacant property it is imperative that we get a complete set of pictures for the property. This includes:

- FRONT VIEW
- ADDRESS VERIFICATION
- STREET SIGN
- ALL METERS – CLEAR, UP CLOSE PHOTOS SHOWING NUMBERS ON METERS
- BREAKER BOX
- FULL PICTURE OF EVERY ROOM IN THE HOUSE
- PICTURES OF ALL FOUR SIDES OF THE YARD
- PICTURES OF A/C UNIT IF ON PROPERTY
- ANY AND ALL PERSONAL PROPERTY FOUND AT PROPERTY INTERIOR AND EXTERIOR
- POOL / JACUZI
- ALL DAMAGED AREAS OF THE PROPERTY
- ALL LIFE SAFETY ISSUES
- ANY AND ALL DEAD TREES

Please note, taking your full set of photos on the first trip will alleviate multiple trips just for pictures. Many of your bids will be based upon the photos you take, therefore this will make submission much easier.

EVERY ORDER YOU SUBMIT REQUIRES BEFORE, DURING AND AFTER PICTURES AS WELL AS:

FRONT VIEW:



ADDRESS:



STREET SIGN:

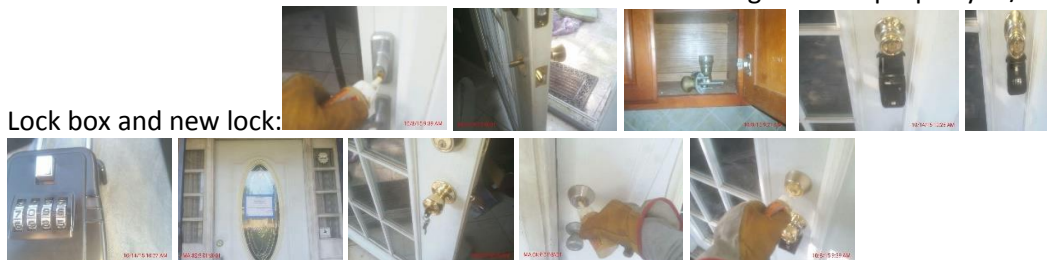


Here are some examples of your most common orders:

- ✓ For **lock changes**, we need picture of door before you remove the lock, picture of door with the lock off, picture of door with new lock on. We also need pictures showing the rest of the doors as secured and that the locks have been disabled. Here is a proper digital lock order:



- For Capone properties you need to replace the knob lock on the side or back door and place the lock you remove in a kitchen drawer/cabinet closest to the sink. Place the keys in a 4 digit lock box and the code to the lock box should be the last four digits of the property ID/Loan number.



- For PFC properties the above instructions apply with the exception of the type of lock box. The lock box should be 3 digit alpha set at OCN.

- ✓ For **grass cuts**, we need pictures of the whole yard before cut, action photos while cutting to show the difference in the height of the grass during the cut and the whole yard after the cut. Here is a proper grass cut order:

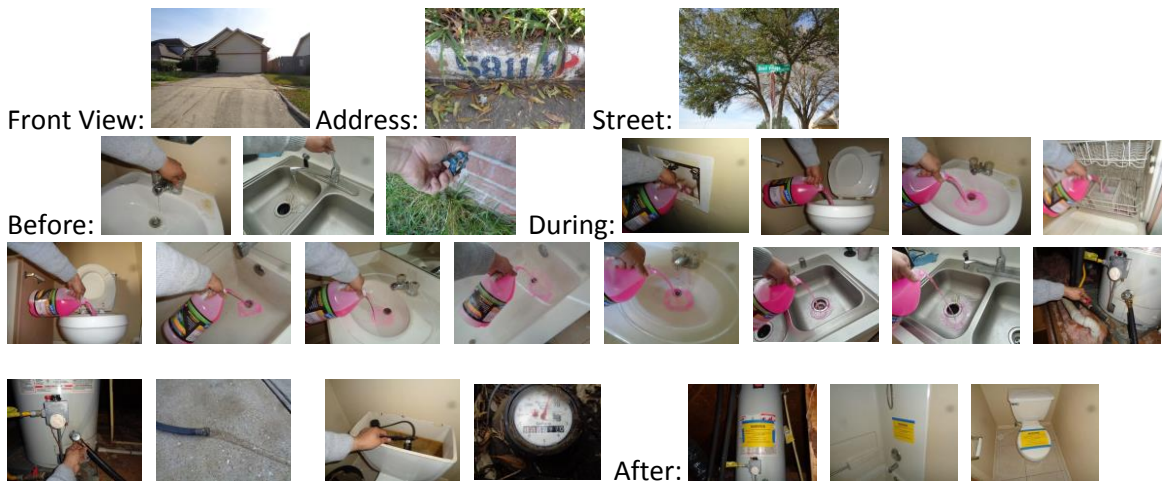




- ✓ For **maid service**, we need pictures of your actually cleaning the house, pictures of every room in the house when you are finished and meter pictures.



- ✓ **Winterizations** need to show the Antifreeze being poured at every drain, Water Meter zip tied, water heater being drained and warning sign posted at every drain, on the water heater and on the front door.





- If you have an order that includes a pressure test please include clear picture of your compressor:
- ✓ **Boarding orders** must include before, during and after photos of the boarded area. Make sure you have after pictures of the inside of the job as well:



As you can see, your pictures must verify the work you have done.

REMEMBER, WITHOUT PROPER PHOTO DOCUMENTATION YOU WILL NOT BE PAID FOR THE ORDER.