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Initial Contractor Setup

The HomeJab Independent Contractor Agreement will be emailed to you separately. **Please complete and send back at your convenience**.

- *However, do keep in mind, your shooter*
- *status will not be activated*
- *(will not receive shoots) until your*
- *agreement is submitted.*

Initial Contractor Setup

JabJobs

JabJobs is our custom scheduling software.
It provides a mobile application which you will use to accept or decline your HomeJab shoots.

ANDROID APP ON
Google play

Download on the
App Store

Once you are added to JabJobs, you will receive your **Status Activated email** instructing you on how to download the mobile app. Please follow accordingly and **download** from the app store.

After you are set up, you will receive job notifications on your phone asking you to Accept or Decline, with all details attached.
ONCE YOU ACCEPT A SHOOT, AN EMAIL & TEXT GOES OUT TO THE AGENT, CONFIRMING THE SHOOT DATE & TIME.

Note: The JabJob setup is the final step. This will only take place when you are fully approved and your agreement has been submitted. The JabJob setup will activate you as a HomeJab contractor.

Initial Contractor Setup

Confirming a Shoot

Make sure your unavailability is updated in the personal calendar section of your JabJobs app. Shoot will not get assigned to you during times that are marked as unavailable.

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Appointment Listing

| Assigned | Accepted | Started | Closed |

13568   📅 Friday, 7/30/2021   🕙 10:00 AM

PREMIUM PACKAGE

beachhouserealtyllc@gmail.com

1100D Long Beach Blvd, Long Beach Township, NJ 08008, USA

$210.00   Accept   Decline

When you accept a shoot in JabJobs, the realtor receives a notification email & text for that date & time. Only accept if you are available for the date and time as listed.

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Calender

July 2021

Mark Unavailability

📅 07/29/2021   🕐 12:00 AM

📅 08/08/2021   🕐 11:00 PM

on vacation

Cancel   Save

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Initial Contractor Setup

Day of the Shoot

↘ You must **call or text the realtor at least 2 hours prior** to leaving for the job to confirm the shoot. The customer's phone number is listed in the JabJobs app.

↘ **Arrive 10 minutes early.** Call or text the realtor if you are running late.

↘ Maintain **professionalism** and be **accommodating** to any specific instructions that the realtor or seller requests.

↘ **Clean camera lens** before shooting and **bring backup** media cards and batteries.
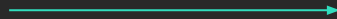
← HOMEJAB

📍 **Job Details**

HomeJab ID: 21643

Contact Name

Andres Serafini

Contact Email

support@listednext.com

Contact Phone

(855) 226-8305

Contact Owner Email

Contact Owner Phone

Property Address

8033 Herb Farm Dr, Bethesda, MD 20817, USA

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Equipment

Full Sensor DSLR camera, a wide angle lens that is at least 17mm and not wider than 14mm. Prime or Zoom lenses work as long as they are good in low light. No Fisheye.

A tripod.

For Video: a **camera stabilizer or a steadicam** is required. It is critical to have your steadicam balanced perfectly before you start shooting. (We recommend the Merlin 2, Glidecam HD 2000 or Glidecam HD 4000, although you may use whichever you prefer as long as the video is smooth)

For Aerials: there are many drones that work well. In general, our aerial videographers use the DJI Phantom 2 with the GoPro 3/4 or the Phantom Vision 2+ or even newer models. You need to have either a **monitor with a live feed or the DJI / GoPro app** that can get a live feed.

Camera Settings

↘ Open your shutter to around 30-100 and bring up your ISO to no more than 1600 (the less, the better), based on your lighting needs.

↘ Shoot interiors at an ISO of at least 400, minimum shutter speed of 1/60th of a second.

↘ Shoot interiors at F4 if possible or smaller (ex: F5.6 - F8) to obtain a deeper depth of field. You should only shoot F2.8 in extremely dark rooms – basements, etc.

↘ Shoot Single Raw interior photos ½ stop underexposed.

↘ Exterior photos should be balanced.

↘ No Flash.

↘ Videos should be shot with normal exposure and saturation (no flat mode). Shoot at 30fps with a minimum shutter speed of 1/60th of a second (Don't go over 1/125th of a second for video unless absolutely necessary) and always at 1080p.

↘ Aerial video at 60fps if possible. 1080p

↘ Accurate White Balance for all photos and videos

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Camera Settings

Format & Aspect Ratio

↘ Always RAW (For both DSLR and Aerials)

↘ Photos are 3:2 ratio (Landscape Mode)

↘ Aerial Photos are 4:3

↘ Video 16:9 (1920:1080) 30 fps (29.97 fps)

Lighting

Video

↘ **Turn on all available lights at the property** unless they interfere with the shot. Open your shutter to around 50-100 and bring up your ISO to no more than 1600 (the less, the better), based on your lighting needs.

↘ **For the Interiors, set the exposure for the space inside,** but make sure the windows are not blowing out the half of the room.

↘ **Be mindful when moving from a dark space to a bright one in the same shot** (or vice versa), rather separate on 2 clips with the proper exposure for each one. Same for the white balance. (for example, from a dark hallway to a bright bedroom with large windows, or from a bedroom with the natural light to a bathroom with the "yellow" light).

Photos

↘ **We only use available light at the property.**
You do not need to bring a flash or any external lighting. Turn on all available lights at the property unless they interfere with the shot.

↘ **No Flash.**
(You can use a flash only if it is a very dark space that you are unable to capture otherwise and you are confident in your skills; the flash has to be soft and unnoticeable, and bounced off the ceiling.)

Number of Files

- Exact amount of the files is specified in the JabJobs app in the instructions for each job.

In general, the minimum requirements are:

↘ **Standard Packages** with 30 photos = 4 HDR + 26 Single exposures

↘ **Luxury Packages** with 30 photos = 25 HDR + 5 Single exposures + Virtual Dusk (1 HDR exterior shot)

↘ For drone shoot, a **minimum of 10 aerial photos** are required.

↘ Please shoot **5-10 additional photos** so we have extras to send in case a shot is missing.

↘ ****HDR and Standards can not be the same photos,** and should be 30 unique shots, no duplicates or almost identical shots.

↘ **Limit your shooting volume** to a total of 4-5 GB for video and 1 GB for photos.

Shooting Guide

↘ Before the shoot, turn on all lights in the house, put toilet seats down and avoid shooting boxes or clutter.

↘ Turn off all ceiling fans for photos.

↘ For Single Raw Photos, adjust curtains or blinds to bring in more sunlight if possible.

↘ For HDR Photos, open curtains and blinds completely.

Composition & Framing

Use the viewfinder of the camera and keep vertical lines straight.

Photos: Interiors

↘ The ideal real estate photo of any particular room includes **three walls** and is shot at **chest height** with an **even distribution** of ceiling space to floor space.

↘ **All vertical lines in the room** (door frames, windows) **should be straight and lined up with the left and right edges of your camera frame.** This will force your lens to be parallel with the ground and your camera body to be balanced.

↘ **Frame the space, not furniture.** Focus on the middle of the room. Since your lens is so wide, depth of field should not be a problem.

- Windows & Cabinets are parallel with the edge of frame
- Three walls are shown
- The fireplace is shot in context of the rest of the room

↘ **Every room needs at least one photo.** These include but are not limited to the foyer, living room, family room, kitchen, laundry room, half bathrooms (powder room), stairwells, 2nd floor landing, bedrooms, full bathrooms, master suite, and basement.

↘ **Some rooms need 2-3 shots of different angles** taken depending on the size, importance and features of the room. These often include a kitchen, family room, master suite, master bath and basement.

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Photos: Interiors

Photos: Exteriors

↘ Ideally, there should be 2 different distances:

   1) Wide shot getting the front yard along with the house and sky.
   2) Close up with the house filling up the frame:

↘ Both shots should have a straight on version and a 45 degree side angle

↘ For the back of the house make sure all important views are covered.

↘ The focus should be on the house.

↘ Don't crop the top (show the entire roof), and don't show too much driveway

Photos: Exteriors

WIDE

CLOSE UP

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HDR / The Money Shots!

↘ The purpose of HDR shots is to capture imagery that regular photos have difficulty doing by showing **more vibrant colors & warmth** (kitchens & main rooms, etc), **clearer detail & sight lines** (skies & vistas, etc), and **crisper & well exposed window views / backdrops** (surrounding exteriors & landscapes, etc).

↘ HDR are shot manually in RAW and are 3 brackets [-2;0;+2].

↘ For interiors, don't be afraid to drop the darkest exposure even more; if -2 exposure is still capturing a bright window view, then adjust to -4. The main goal is to have a view outside of the window properly exposed, so we need extremes on both ends, light & dark.

RAW EXPOSURES

FINAL FILE
[MERGED & EDITED]

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RAW EXPOSURES

FINAL FILE
[MERGED & EDITED]

For **HDR in Standard Packages,** we typically provide 2 Exteriors and 2 Interiors (4 images or 12 total exposures/files).

↘ 2 HDR exteriors are used for blue sky replacement, if necessary. If it's a sunny day and the sky is already blue, you can substitute those exteriors for additional interior HDRs (based on your best judgment).

↘ 2 HDR interiors are main rooms with windows to show the view from inside. It can be a living room and family room, or a master bedroom. It will depend on the property. Please use your best judgment.

↘ For Luxury 30 packages: 25 HDR (75 exposures) are required that capture the entire home (interior & exterior).

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Virtual Dusk

↘ Virtual Dusk photo is included in all Luxury Packages.

↘ Virtual Dusk is the best shot of the front of the house that is digitally transformed into a twilight photo.

↘ Generally, it should be a nice front exterior shot (not from a garage side).

↘ Preferably HDR (3 brackets), but can also be single exposure.

↘ Virtual dusk can be the same shot that is already included in the normal HDRs.

↘ Sometimes, an agent might ask for a back yard shot (especially if there is a pool) to convert to a Virtual Dusk. But, if they didn't specify this, please stick to a good front exterior.

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Video

↘ The video should provide an experience for the viewers like they are actually walking through the house.

↘ It should show the flow/layout of the house and how each room relates to the others.

↘ Video is usually shot as a sequence of short clips (35-50, depending on the property size) captured as walking/steadicam shots and pan shots.

↘ Please shoot all video with accurate white balance and exposure (there is no correction to white balance during editing).

↘ Keep the vertical lines straight.

↘ Shoot the space not furniture.

↘ No close-ups (unless the agent requested specific shot)

↘ Avoid your reflections in mirrors, glass front door, etc.

↘ Turn on fans during a video shoot. Since you are capturing an inert structure, it can sometimes be hard to create energy within the visuals.

Video

How to Shoot

↘ Do not run through the homes. **Take your time** and create smooth, slow, and discernible shots that allow the viewer time to observe the layout of the rooms.

↘ Include a **2-3 second handle on the end of the clip**, so the editors can properly time the video editing.

↘ Start and stop the camera between position changes.

↘ Decide on the start and the end points of your shot *before you record it.*

↘ Shoot the rooms in a logical flow as much as possible.

↘ Cover all the rooms using the standard ***track in shot followed by a pan*** from the entrance to the room and then to the rest of the room.

↘ Avoid sudden abrupt turns and fast long pans.

↘ **Be mindful when moving from a dark space to a bright one** in the same shot (or vice versa). Instead, separate these rooms into 2 clips with the proper exposure for each one.

↘ Same for the white balance. **Separate a room with natural, cool light** and a bathroom with warm, yellow light into two different clips.

↘ No Redundant Shots.

↘ Use mostly steadicam shots. Avoid using too many pans.

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Video

What to Shoot

⬊ Rooms that need 2-3 shots: family room, the kitchen, master suite, master bath and basement (if finished).

⬊ Rooms needing at least one shot: foyer, living room, dining room, laundry room, half bathroom (powder room), main stairwell, 2nd floor landing, bedrooms, full bathrooms, decks and patios, basement.

⬊ Our editing software will stitch all clips in the order they were filmed by default (due to file names).

⬊ If necessary, rename the files, or put a short and specific note to the editors which file name should be moved after which one.
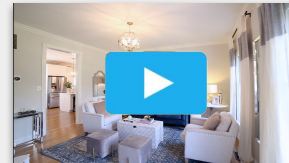
Tutorials

⬊ Walkthrough video tutorials:

⬊ How to Shoot a Video:
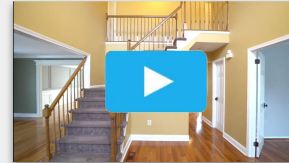
⬊ Examples of Final Video:

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Aerials

↘ For the aerial shots, it is good to show not only the property from the elevated angle, but also establish the relation of the property to the surrounding area (especially if there are good selling features close by like a park/wooded area, a beach, a school, a shopping center, etc. The agent often can specify that).

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Aerials

Aerial Photo Requirements

⬊ A minimum of 2 detailed photos of both the front and back of the house from approximately roof height.

⬊ 3-4 photos at various angles from about 100 ft (medium shot)

⬊ 3-4 photos from 200-300 ft to capture the whole of the property in context with the neighborhood.

Safety Guidelines

⬊ Keep the drone within eyesight at ALL times.

⬊ DO NOT fly over heavily populated areas (highways, commercial areas w/ high foot traffic)

⬊ STAY BELOW 400 ft.

⬊ Stay over the property that you have permission to shoot.

⬊ Be aware of and avoid obstacles such as power lines, trees, birds, etc.

⬊ Make sure everyone is located inside the house and not walking around the grounds of property during flight.

⬊ Follow checklist provided with drone manufacturer

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Aerial Photos

CLOSE UP

MEDIUM

WIDE

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Aerials

Aerial Video

↘ Wide shot of the surrounding area (important selling features, "must haves")

↘ Wide shot approaching the property

↘ Medium panning shot around the whole property (the shot could be divided into small parts) covering each angle of the house

↘ Descending shot of the front exterior

↘ Close up of the front exterior — both horizontal and vertical direction

↘ Close up backyard — both horizontal and vertical directions

↘ Rising shot from the back of the house

Aerial tutorial video (some of the shots you can utilize for a proper aerial display):

↘ The final cut of the footage should be around 1.5 - 2 minutes, depending on the package.

Example of the Aerials Only package:

↘ Keep all raw photo and video files (both uploaded and non uploaded) on your external hard drive for 2 months.

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360/3D

Golden Rules

1. Measure your lens height (i.e floor to lens) and maintain throughout the property.

2. Capture in a clockwise manner around the property.

3. Make sure internal doors are open.

4. Shoot in the middle of the room.

5. If large furniture occupies the middle of the room, try and shoot on top of it while maintaining your tripod height.

6. Always capture exterior shots i.e. front, plus rear and side (rear and side if exists).

7. Exterior shots must be line of sight. Make sure all rooms are captured. We are generating a floor plan from the 360 tour. Every room/area that should be on the floor plan requires at least one 360 photo.

8. Make sure all interconnected hallways/spaces are captured.

9. Larger rooms/spaces please divide the whole space into equally sized areas and shoot in the middle of those areas.

10. Please shoot with auto HDR.

11. Each home should be 20-25 images.

12. Upload equirectangular files to homejab.com.
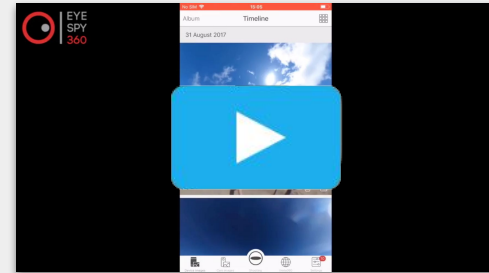
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360/3D

Please Do Not

↘ Do not shoot in doorways

↘ Do not shoot next to a wall or window

↘ Do not shoot at very low heights/floor level

↘ Do not shoot over 6 feet/180 cms

↘ Do not stand in the cameras 360 field of view

↘ Do not use the Matterport or Zillow app

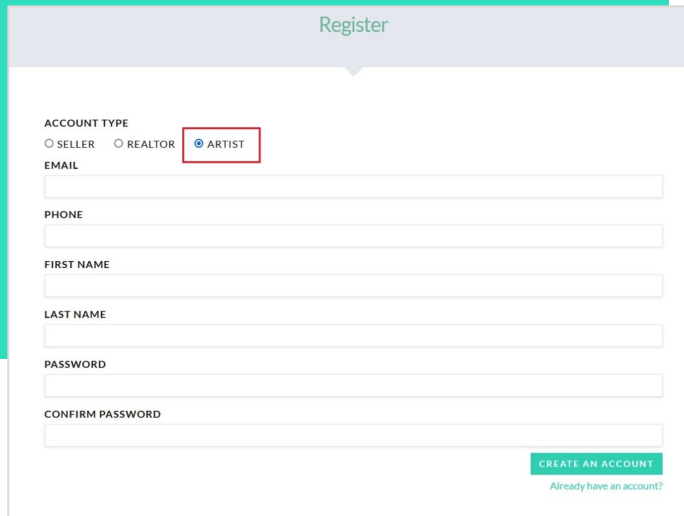↘ Do not shoot every 4 feet (like Matterport)

↘ Full Video Explanation:

↘ Ricoh Camera Tutorial:

Uploading Files

Upload all orders by 8pm the same day as the job.
Please use **Google Chrome** as your browser for speed & efficiency.

Register

ACCOUNT TYPE
○ SELLER   ○ REALTOR   ⊙ ARTIST

EMAIL

PHONE

FIRST NAME

LAST NAME

PASSWORD

CONFIRM PASSWORD

CREATE AN ACCOUNT

Already have an account?

1. Sign Up to HomeJab

↘ Go to **HomeJab.com** and choose **Sign Up**
Register to create an account as an **Artist.**
(Change the default from the "Realtor")

Keep this sign up information on hand, you will be signing in with this login for every upload moving forward.
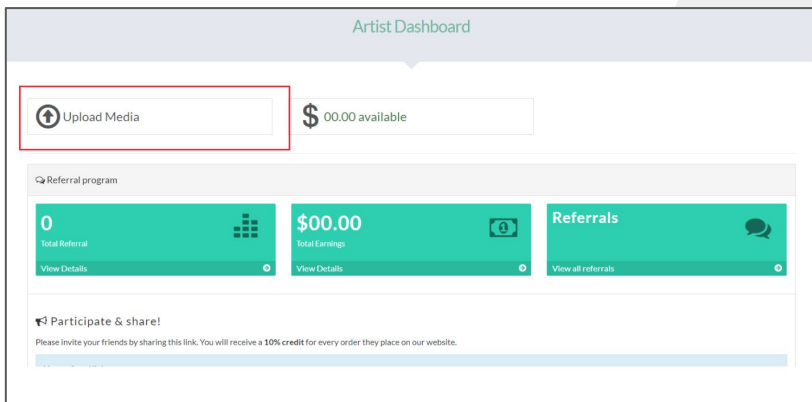
This is a separate account from JabJobs App, but feel free to use the same email/password to easily remember.

Use the email address that you frequently check because the system sends a notification email if an upload fails.
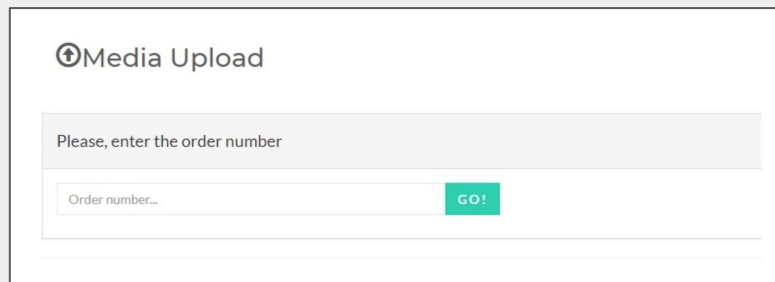
Uploading Files

2. Upload Media

↘ After you sign in to your account and click the "Upload Media" button

3. Log into the Job

↘ Use the Order# to log into the job. (Order# on Homejab.com = HJJobID: in Jabjobs App)

Make sure to input the correct Order #. The wrong Order # entry cannot be undone, and will prevent another shooter with that Order # from uploading their shoot. (If you claimed a wrong order # please text support (215) 550-1989 and let them know.)

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Uploading Files

Sections

↘ Depending on the package, you will have several sections for each type of assets: Single Exposure, HDR, Video, Virtual Dusk, 360.

Please upload the assets into correct sections as they are wired to different departments of the post production house.

Photos

↘ Please make sure to upload the amount of photos that is stated in the package description. Any additional photos should be uploaded to the Extra Files section of the upload page. Extra files do not get edited and are only delivered if requested by the customer.

↘ Upload files in RAW format, unedited.

↘ You are responsible for selecting the files.

↘ The editing process is half automated, and everything uploaded gets edited by default. So, only upload the best images and nothing that is blurry or damaged in any way.

↘ HDRs and Single Exposures can not be the same photos, and should be 30 unique shots, no duplicates/identical photos.

Do not merge HDRs, upload as separate brackets.

↘

Limit your total volume of photo files to 1 GB

↘

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Uploading Files | Sections

Aerials

↘ Aerial photos are uploaded to the standard / single exposure section.

↘ Aerial video clips should be uploaded with other video files.

Virtual Dusk

↘ Luxury Packages require a Virtual Dusk shot. This is a HDR photo (3 exposures) of the front exterior.

360 Photos
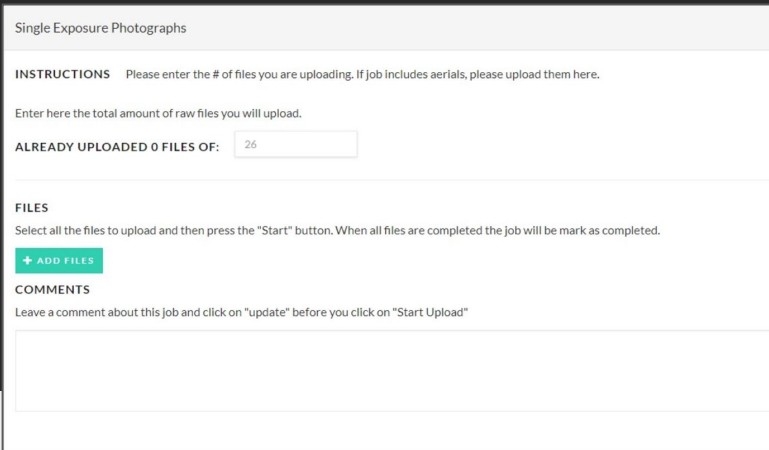
↘ 360 images must be uploaded as JPG and in equirectangular format.

Videos

↘ The video clips have to be uploaded as selected takes in the correct order of appearance (exception is aerial video clips that all can be in the beginning or the end of the sequence of the clips).

↘ Upload up to 55 clips, no more. Limit your total volume of video files to 4-5 GB.

↘ The editing software does not organize or select the preferred clips; all uploaded clips will be just stitched together.

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Uploading Files

How to Upload

↘ Type # of files to upload

Type in the number of files you're going to upload, where it says: "ALREADY UPLOADED 0 FILES OF:" (Note that for HDR it's 3 files for 1 photo, so for Standard shoot with 4 HDRs the number will be "12" for 25 HDRs - "75")

Single Exposure Photographs

INSTRUCTIONS   Please enter the # of files you are uploading. If job includes aerials, please upload them here.

Enter here the total amount of raw files you will upload.

ALREADY UPLOADED 0 FILES OF: 26

FILES
Select all the files to upload and then press the "Start" button. When all files are completed the job will be mark as completed.

+ ADD FILES

COMMENTS
Leave a comment about this job and click on "update" before you click on "Start Upload"

↘ Comments

Comments section is for the editors. The camera and the lens model info in the comments is required, so the editors can apply a lens correction.

The comments section has limitations on the number of characters, so if you need to add notes please be as clear and concise as possible.

If some video clips were uploaded out of order please indicate the correct order with the names of the clips.

List any special instructions mentioned in the app to be communicated to the video editors (music selection, the clips to use first, etc.)

Uploading Files | How to Upload

↘ Extra Photos
Any additional photos should be uploaded to the Extra Files section of the upload page. Extra files do not get edited and are only delivered if requested by the customer.

When the correct number of all the files is uploaded, you will see a green bar saying **Upload is Completed** and **All Set**
Please upload 5-10 extra photos (depends on package) into the "Extras" section.
It will not give any notification that upload is complete, but you will see the file names:

Extra Files

Please upload extra photos here. **These files will not be edited.**

FILES

Select one or more files to upload and then press the "Start" button. The maximum amount is 30. You have already uploaded 0 files.

+ ADD FILES

⊘ Single Exposure Photographs - Upload Completed

⊘ 3 Exposure HDR - Upload Completed

Extra Files

Please upload extra photos here. **These files will not be edited.**

FILES

Files uploaded
DSCF7818.jpg
DSCF7821.jpg
DSCF7824.jpg
DSCF7827.jpg
DSCF7830.jpg
DSCF7833.jpg

Uploading Files | How to Upload

↘ **Upload Issues**
If you've got disconnected from the internet, or the upload failed somehow, you always can log back into the order and finish the uploads; the files that were uploaded previously will sit there. The system will wait for the rest of them (for example, if you wrote "26" and uploaded 20, once you log back in, you would need to select the rest 6 files for the system to complete the upload)

Keep all raw files (both uploaded and non uploaded) on your external hard drive for 2 months.

If you have any issues, please contact HomeJab Support:
email support@homejab.com
text/call (215) 550-1989

Compensation

Please pay attention to packages & pricing posted with each job in your JabJobs app. Payments will vary depending upon the services needed. The average payment per shoot is $130, but it can vary from $80 (single exposure photos only) to $400+ for HDR photos, video, aerials & 360.

- Payments are sent twice per month — on the 5th and 20th. If these days fall on a weekend or bank holiday, then the payment is sent the next business day.

⬎ Travel Pay

Service area expected is a 60 minute drive radius from your address. For extended service area, the following scale applies:

61 - 70 minutes away... $20 additional travel pay

71 - 80 minutes away... $35 additional travel pay

81 - 90 minutes away... $65 additional travel pay

91 - 105 minutes away... $90 additional travel pay

106 - 120 minutes away... $120 additional travel pay

121 - 135 minutes away... $150 additional travel pay

136 - 150 minutes away... $180 additional travel pay

151 - 165 minutes away... $210 additional travel pay

166 - 180 minutes away... $240 additional travel pay

⬎ Cancellation Pay

If a customer cancels a shoot within 2 hours of your scheduled appointment, you will be paid $40 for your time & travel.

If you are unable to enter a property, please complete the exterior portion. Your pay will be adjusted for the work completed.