



Photographer Onboarding

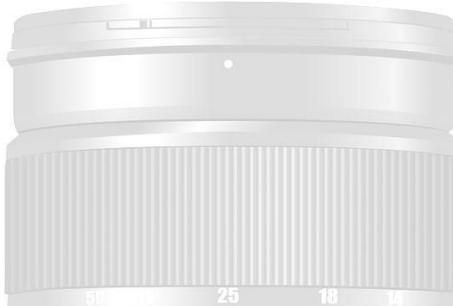




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Initial Contractor Setup



HomeJab

The HomeJab app 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 HomeJab, 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.

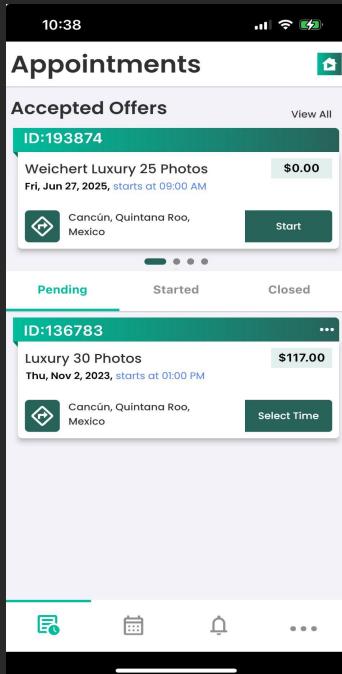
ONCE YOU ACCEPT A SHOOT, AN EMAIL & TEXT GOES OUT TO THE CUSTOMER, CONFIRMING THE SHOOT DATE & TIME.

Note: *The HomeJab app setup is the final step. This will only take place when you are fully approved and your photographer sign up has been completed. The HomeJab app setup will activate you as a HomeJab contractor.*



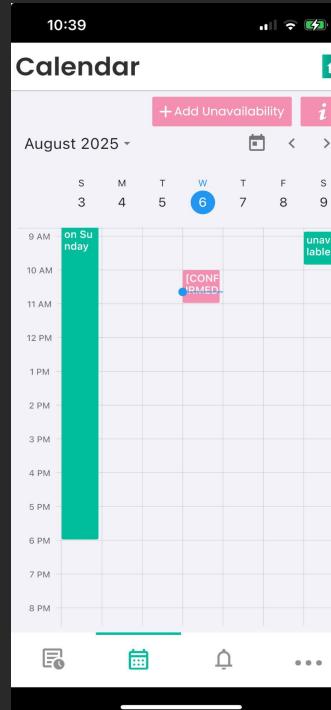
Initial Contractor Setup

Confirming a Shoot



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

Make sure your calendar is updated in your HomeJab app. Accepted jobs can be synced to your google calendar.



Shoots will not get assigned to you during times that are marked as unavailable.

Initial Contractor Setup

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

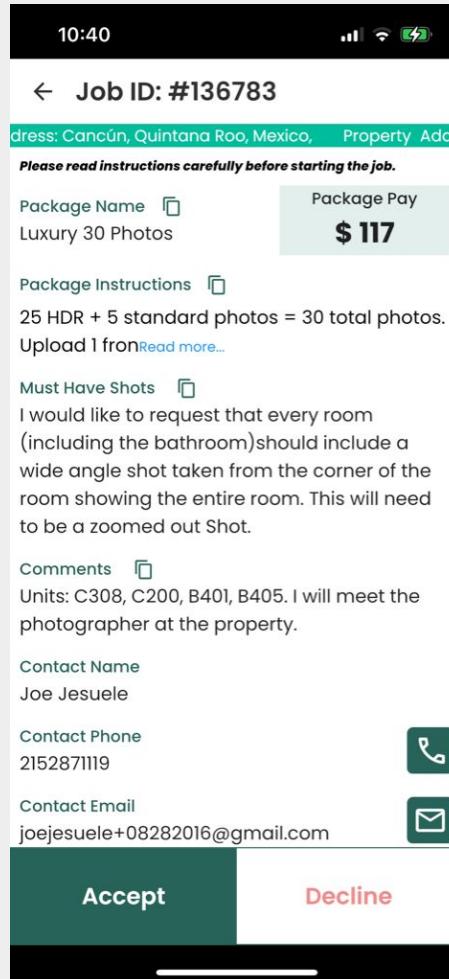
Arrive 10 minutes early. Call or text the customer if you are running late.

When you arrive, **click the "Start" button** in your HomeJab app.

When you complete the shoot, **click the "Close" button** in your HomeJab app.

Maintain **professionalism** and be **accommodating** to any specific instructions that the customer requests.

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





Equipment



Photography

Camera with Full-Frame Sensor — This can be mirrorless or D-SLR.

Wide-Angle Full-Frame Lens — This can be a prime or a zoom lens, provided you shoot between 12-17mm with minimal distortion (i.e. no fisheye). Do NOT zoom in/out beyond 12-17mm. The sweet spot for most rooms is usually 14-16mm.

Tripod — You will need a tripod for all HDR photos.

Videography, Aerials and 360 Tours

Gimbal — For video shoots, a motorized camera stabilizer designed for mirrorless and D-SLR cameras is required (no glidcams). It is critical to have your gimbal balanced perfectly before you start shooting. We recommend the most recent DJI Ronin and Zhiyun Crane models. Plus, newer model Osmo's or GoPro's, as well as iPhone 15 Pro Max and up are acceptable.

Drone — For aerial shoots, we recommend the latest DJI models.

360 Camera — For 360/3D tours, HomeJab requires the use of a Ricoh Theta V or newer, an Insta360 X3, X4, or another equivalent professional 360 camera that can shoot HDR, or an iPhone 15 Pro or newer. All 360 images must be delivered as equirectangular format JPG files.

For the highest quality, we recommend the Ricoh Theta Z.



Camera Settings

File Format: JPG (**Large/Fine** or highest quality setting available on your camera)

Shutter Speed: Minimum of **1/60 sec** for handheld interiors; slower is fine if using a tripod

ISO: Use the lowest ISO possible for proper exposure — typically **100–400** for most scenes; max **1600** in low light

Aperture: Aim for **F4–F8** for interiors to achieve a deeper depth of field.

Exposure: Aim for a correct, balanced exposure in-camera

Flash: Do not use flash

HDR Packages: Use 3 brackets as specified; no need for more than 3 exposures per shot (e.g., ± 2 EV)



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



Lighting

Use only available light at the property (i.e. no flash)

Check for lights under kitchen cabinets, stove tops, and built-in microwaves

If a room has two side table lamps and only one of them works, keep them both off so it matches

If a ceiling light or two is out, still keep the other ones on

Keep exterior lights OFF unless shooting at twilight

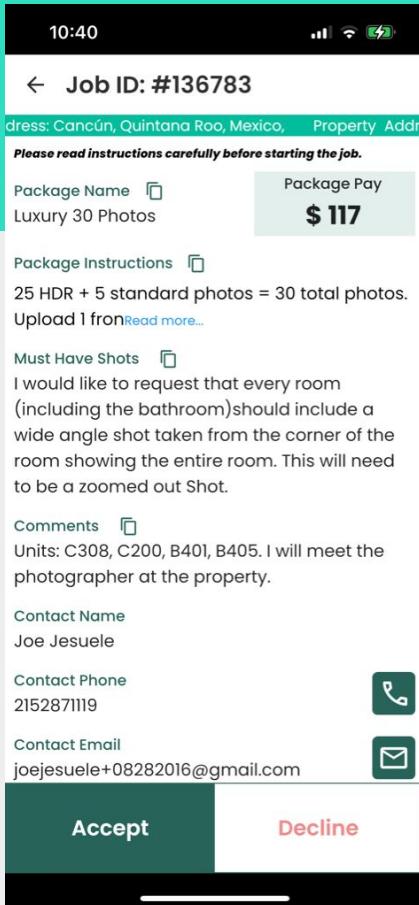


If a room appears dark, always shoot with HDR (3 brackets). This allows our editing team to properly balance exposure and avoid color issues.



Number of Files

Exact amount of the files is specified in the HomeJab 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.



Shooting Guide

When You Arrive At A Shoot:

Click the “Start” button in the HomeJab mobile app.

Make sure your lens and sensor are clean!

Turn on all lights.

Turn off all ceiling fans.

Close toilet seats and hide toothbrushes.

Make sure window blinds in each room match each other (either all up, all down, or all halfway up).

Declutter by instructing customer what to remove/hide (pet bowls/toys, boxes, bottles/cans, clothes, garbage cans, food, bathroom items, paint cans, etc...) and where to hide it (bathtubs, under sinks, closets, outside...).

If home is very messy, don't worry about decluttering. Shoot as is.





Shooting Guide

Composition & Framing

Photos: Interiors

For interiors, try to capture three walls shot at chest height with an even distribution of ceiling space to floor space. Do so by shooting straight-on/centered as well as from corners.

Keep vertical lines straight and lined up with the left and right edges of your camera frame

Capture at least 1 angle of every laundry room, walk-in closet, and half bathroom.

Capture at least 2 angles of every bedroom and bathroom (include the shower/bathtub if possible)

Capture at least 3 angles for every kitchen, living room, and master bedroom

It's better to overshoot than to undershoot!





Shooting Guide

Composition & Framing Balance

Although the focus should ideally be the center of the room or house, ultimately, the goal is to shoot a well-framed and balanced shot. **This means framing an equal amount of negative space on both the left and right side of the frame, as well as doing your best to prevent any object or piece of furniture from slightly entering the edge of the frame.** If such an object enters the frame, be sure to include more than just a snippet of it, otherwise it will distract.





Shooting Guide

Composition & Framing

What to Avoid (Photo & Video)

The real estate sign (unless unavoidable)

Details/close-ups (unless requested by the agent)

Inside garages (unless requested by the agent)

Pets and people (unless on a busy city street)

Your reflection in mirrors, glass front doors, TV screens, etc...

Your shadow — especially for exterior shots when the sun is low





Shooting Guide

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.

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.

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

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.

If a room appears dark, always shoot with HDR (3 brackets). This allows our editing team to properly balance exposure and avoid color issues.



Photos: Interiors





Photos: Exteriors



WIDE

CLOSE UP



Shooting Guide

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 JPG 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]





Shooting Guide



UNEDITED
EXPOSURES

FINAL FILE
[MERGED & EDITED]

For **HDR in Standard Packages**, we typically provide 4 images or 12 total exposures/files.

For standard packages, please shoot HDR in 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.

Please check the package instructions in your mobile app for job details and a breakdown of requirements.

If a room appears dark, always shoot with HDR (3 brackets). This allows our editing team to properly balance exposure and avoid color issues.



Shooting Guide

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.





Shooting Guide

Video

The purpose of the video is to clearly show how every room in the house connects in as few shots as possible

Don't rush! All camera moves should be slow, graceful and gradual (use the ninja walk – heel to toe)

Keep camera level and chest height

Before starting each floor, walk through it without recording to plot out a logical route. Take note of where you will need to change your exposure settings.

If highlights are bleeding beyond the window frames, close the blinds/curtains, if possible.

Only backtrack through a room you've already been through if the layout of the house makes it necessary to do so, such as if you are heading to the stairs to the next floor.

In the case of unfinished basements, it is important to consult with the agent to determine if they wish to include it. If you are unable to reach the customer for clarification, please proceed with including all basements to ensure comprehensive coverage of the property.

Try to capture an entire floor (multiple rooms) with one shot. The less files we send our editors, the better. Please refer to our video tutorial on how best to shoot with limited clips.



Shooting Guide

Video: How to Shoot

Method

Almost every shot should be a forward moving shot that gradually pans and settles.

Do not move backwards unless the next room you plan on entering is only a few feet behind and to the right/left where you just finished your last shot

Areas

Front Exteriors – In one continuous shot, try to capture a view of the street, the front of the house (without cropping the top!) and walking to the front door. Use more than one shot if needed.

Back Exteriors – Use at least two shots to capture the back of the house, a view of the yard, and any extra features (i.e. pool, deck, garden, porch balcony, etc...)

Rooms – Do not shoot multiple angles of every room (we assume you have photos of those angles). Most rooms (bedrooms, bathrooms, etc.) only need one shot where you enter through the doorway and gradually settle on a wide shot of the room.



Shooting Guide

Video: How to Shoot

Changing Floors

If the home has an upstairs, make your last shot on the first floor pan from the floor and tilt up the steps to the second floor. Then start your first shot on the second floor either walking up those steps, or looking down the steps before tilting up and moving to a new room.

Same goes for moving from the first floor to a finished basement and vice versa.

If moving from the second floor to the basement, don't travel to the first floor again. Just start your basement shot by referencing the stairs and then moving into the room (we will dissolve to the basement from your last shot on the 2nd floor). The same goes for transitioning to the back exterior unless you purposely walk to the back door that leads to it.

Keep the tilt axis of your gimbal locked EXCEPT when shooting exteriors (to avoid cropping the top of the house) and when looking up and down staircases.



Shooting Guide

Video: What to Shoot

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.

Tutorial





Shooting Guide

Aerial

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).





Shooting Guide

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.

Try to include the sky and horizon in each shot when possible.

Safety Guidelines

Pass the FAA test to become a certified pilot under Part 107.

Register your drone with the FAA.
Follow checklist provided by drone manufacturer.

Keep drone within eyesight at ALL times.

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

Stay below 250 feet unless property has extensive land, in which case, stay below 400 feet.

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

Make sure occupants are located inside the house and not walking around the grounds during flight.



Aerial Photos



CLOSE UP

MEDIUM

WIDE

HOMEJAB 32



Shooting Guide

Aerial Video

Unless package is aerials only, shoot 3-4 shots of the front and 3-4 of the back.

Move drone gracefully/slowly – don't rush the shot!

Shoot parallax/arc shots moving left to right from high up (~200-250 feet), medium height (~100-125 feet), and close-up (~50 feet) for both the front AND back exterior. Make sure to keep the home centered in the frame!

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

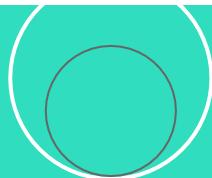




Shooting Guide

360/3D

Golden Rules



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

Capture in a clockwise manner around the property.

Make sure internal doors are open.

Shoot in the middle of the room.

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

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

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.

Make sure all interconnected hallways/spaces are captured.

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

Please shoot with auto HDR.

Upload equirectangular files to homejab.com.

Shooting Guide

360/3D

Please Do Not

- Do not shoot directly against a wall or window.
- Do not shoot at very low heights/floor level.
- Do not shoot over 6 feet/180cm.
- 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:



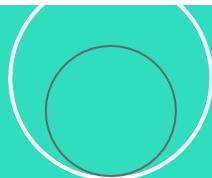
Ricoh Camera Tutorial:





Shooting Guide

Floor Plans



How to get started

We use CubiCasa for all floor plan assignments.

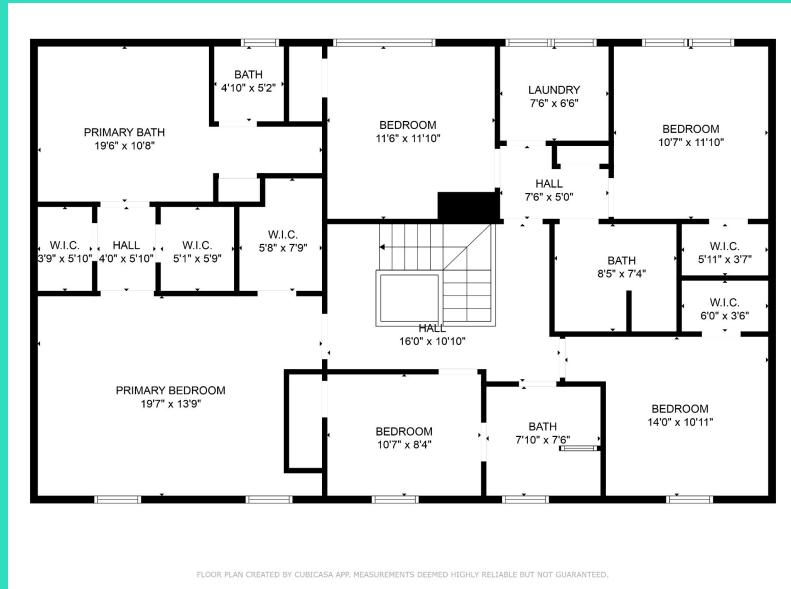
CubiCasa is a free floor plan software available in your mobile phone app store.

Download the CubiCasa app, but Do Not Create An Account. HomeJab needs to invite you in as a Collaborator.

Please capture all floor plans with HomeJab using the free CubiCasa version. If an advanced floor plan is requested, we will update your job instructions.

Capturing a floor plan with CubiCasa is very easy and efficient... should only take you 5 minutes.

Here is a link to how you capture a floor plan with CubiCasa...
<https://www.cubi.casa/how-to-use-cubicasa-app/>



FLOOR PLAN CREATED BY CUBICASA APP. MEASUREMENTS DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.

Uploading Files

Log in

Sign in to your HomeJab account.

Type in Order

Use the Order# to log into the job.

(Order# on Homejab.com = Order # in Mobile App)

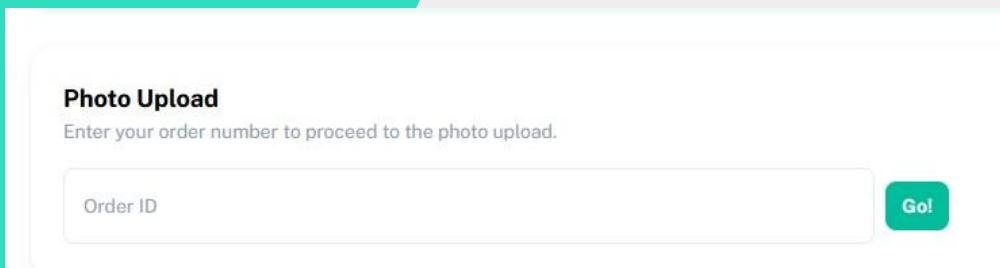


Photo Upload
Enter your order number to proceed to the photo upload.

 Go!



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 transferred to different departments for post production.



Photos

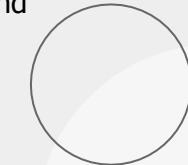
Please make sure to upload the amount of photos that is stated in the package description.

Upload files in JPG format, unedited. You are responsible for selecting the files.

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.

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.





Uploading Files



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).

Limit your total number of clips as best you can.

Make sure to include your 360 Cameras height in the details section BEFORE uploading 360 images. If you forget to, e-mail what it is to support@homejab.com.

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.



Uploading Files | How to Upload

Upload Issues

If you are disconnected from the internet during an upload and the page says everything was completed when you log back in, text us at 215-960-9140 for the fastest response or email support@homejab.com. We will send you a new link to re-upload.

Keep all unedited files on your external hard drive for 1 month.

If you have any issues, please contact HomeJab Support:

email support@homejab.com
text/call 215-960-9140





Compensation

Please pay attention to packages & pricing posted with each job in your HomeJab app. Payments will vary depending upon the services needed. The average payment per shoot is \$140, but it can vary from \$80 (single exposure photos only) to \$400+ for HDR photos, video, aerials & 360.

Payments are processed 2 business days after the job is completed and files are uploaded. Funds are deposited 1–2 business days later. You can track all payments from your HomeJab account.

Travel Pay

Service area expected is a 60-minute drive radius one way. Our goal is to assign photographers jobs close to their home in order to minimize travel time and ensure convenience.

In the rare event that a job requires travel beyond the standard service area, additional travel pay will be provided to compensate for the extra time and gas expense. The specifics of the travel pay will be determined on a case-by-case basis, considering factors such as distance and travel time. Our commitment is to fairly compensate our photographers for extended travel while maintaining a focus on local assignments whenever possible.

Late Cancellation

If a shoot is canceled within 2 hours of the scheduled start time, including cancellations that occur after the photographer has arrived on-site, the photographer will receive \$40 compensation for their time and travel.