

## Suggested Photos in EZ

\*\*This is meant to be a helpful guide and is not an exact or complete list of photos needed. You will need to follow work order instructions and meet the requirements in the app, but we suggest providing these photos at a minimum for every order. Extra photos are always suggested\*\*

Every order should have these photos provided at a minimum:

- Street sign – you should be able to read the street name that matches the address and you must comment if there is not a street sign and provide a photo of where it would normally be
- Address/house number
- Front of house view (extras of this photo is advised)
- Two occupancy indicators (Items that indicate occupancy, such as car in the driveway)
- Door card when it is applicable
  - Never leave a door card in a mailbox or take photos inside of the mailbox
- Street View or Neighborhood (showing the neighborhood looking down the street)
  - Some clients may ask for street view looking down both sides of the street and across the street, be sure to review instructions to see what is needed
- Any damages present
  
- No people can be in photos
- No car parts, rear view mirrors can be in the photos
- Do not take photos through the glass of your car

If the property is vacant you will need these photos at a minimum, in addition to the ones listed above:

- Photos of all sides of the house
- Photos of any items you mark present in the app (air conditioner, car in driveway, etc)
- Any vacant postings at the property or that you leave at the property (must be readable)
- Roof condition
- Any garages or outbuildings
- If you go inside:
  - Photos of lockbox
  - All interior rooms
  - Water heater
  - Furnace
  - Sump pump (if present)
  - Sign in sheet (if not present you will leave one)
  - All appliances, present or missing