NANAIMO SELLER WORKSHEET

Listing Photography and Video Checklist

Plan the shoot, prepare your home and check the finished media before it goes live.

Agree on what to capture and what stays private.
Confirm rooms, views and features with your agent. Flag any private or restricted spaces.
If tenanted, confirm proper access and permissions for photography before scheduling.

Property address

Shoot date / time

01 Before the media team arrives

- [ ] Finish agreed cleaning and staging; clear surfaces and walkways.
- [ ] Put away personal photos, private papers, medication and valuables.
- [ ] Confirm where occupants and pets will be during the shoot.
- [ ] Agree which lights, window coverings and doors should be set before filming.
- [ ] Tidy the entry and yard, and agree on vehicle placement and a weather backup.
- [ ] Confirm access and the shoot-day contact. Do not record access codes here.

Day-of coordination

Record the responsible person, the agreed access plan and any weather backup.

Areas or items to leave out

Note privacy-sensitive views, approved access limits or anything you want checked first.

Show the home as it really is.
Prioritize the layout, useful features and views buyers can actually see.
If an image is virtually staged or materially enhanced, discuss clear labels and unaltered views.
Do not use edits that hide defects or misrepresent condition, layout or permanent features.
Clear a space for the camera; do not change what the buyer will find.

Alvin Tan Personal Real Estate Corporation | eXp Realty
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Record important shots and the owner’s media review before release.

02 Build a short shot list

Room or feature	What to show / notes

03 Review the finished media

- [ ] Photos, video and plans reflect the actual features and room layout.
- [ ] No private material or areas that were excluded appear in the media.
- [ ] Any illustrative staging or material enhancement is clearly labelled.
- [ ] Requested corrections are noted and the final versions are confirmed.

Changes requested / final items approved for use

Reviewed by

Review date

Use this as a planning and review record.
Confirm media approval with your agent before release. This worksheet is not a release form.
Keep access codes, private documents and other sensitive material out of the file.

BCFSA: Advertising Checklist and Sample Advertising

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