



Checklist for Initial Matterport

Property Address: _____

Current Date: _____

Time: _____

Note: Always CONFIRM your appointment

- Verify the appointment time with the property owner or tenant before going to the property.
- Verify if there is power at the property. If there is not, you will need to have extra lighting and possibly a battery backup.
- Ensure all necessary equipment (Matterport camera, tripod, mobile device, charger, etc.) is ready and fully charged.
- Write the property address and current date and time at the top of this checklist.
- This process should take at least 1 ½ hours to complete for a single-family house of 1500 square feet or less, and longer if the house has multiple levels.

The purpose of this scan is to develop blueprints for the house. It is very important that we can take precise measurements using this scan, so it is important to have an adequate number of scans of each room. We also need to see the mechanicals of the house so that we can estimate their age and condition, and plan for any maintenance, repairs, or replacement. Think about the perspective of a contractor who will be doing any kind of work on the house in the future. Viewing this matterport can save him a trip to the property, resulting in a time savings that allows him to produce revenue!

- Refer to the document "[Matterport How To](#)" for specific help using the Matterport camera.
- Prior to beginning the scan, make sure you have adequate lighting.
- Scan the exterior of the front of the house, including any porch area and steps.
- Take 360 photos of the exterior front, sides, and back and any exterior features such as parking or an exterior structure. You should have at least 8-10 scans of the exterior.

- Scan each room (in sequential order), beginning from the front door. All closet doors, including utility closets, must be open and the area scanned. Make sure to use the door stops if the doors will not stay open. It is **very important** to take enough scans of each room, so that the measuring tool will work properly. Do not attempt to take fewer scans, or we will not be able to create a floor plan. All areas of the interior of the house must be included in the scan so that we get accurate measurements.
- Any blinds or curtains should be pulled away from the windows so that proper measurements can be taken.
- If there are multiple doors to a room, you must be able to “walk through” all of them.
- We **must** have 360 photos of:
 - electrical panel box (with the panel door open)
 - hot water heater
 - furnace
- If the house has multiple levels, you must scan the stairs.
- Scan the exterior of the back of the house, including any porches or decks.
- Measure by hand the following (a sketch is helpful):
 - any exterior porches or decks, and include a count of the steps, and the height of the porch/deck if it's elevated
 - The ceiling height of the porch area if it's covered
 - height and width of any steps
 - distance from the porch or front of the house to the sidewalk
 - Distance of the house from the property line, left and right
- When you leave the property, **make sure** all exterior doors are locked. *Push on the door with all of your weight to ensure that it is secured.*
- Return the key to the lockbox, and close it.
- Scramble the code on the lockbox.
- Upload a photo of this completed checklist to the CoConstruct to-do when requesting payment.
- If you are having difficulty uploading your scan to the Matterport website, wait until you are at home or in a location where you can access wifi.
- Once the report is done, **make sure** that the property's Matterport link is correct before you send it. (Open the link yourself, to make sure it is correct)