

ONTARIO LOCATIONS LIBRARY – LOCATION SUBMISSION PROCESS AND FAQs

Thank you for your interest in listing your property with the [Ontario Locations Library](#).

Please review the below guidance before beginning the submission process. If you have questions, please refer to the Frequently Asked Questions (FAQs) section on page 3.

*NOTE: If your property is **for sale**, it will not be accepted.*

What we'll need from you:

- Location photos
- A description
- Availability details
- Contact information
- Agreement to terms & conditions

How to submit your location:

1. Follow the Location Photo Guidelines (pg. 2) to **take high-quality photos** of your property.
2. Write a **brief, factual description** of your property, including any unique features such as a stone fireplace and vaulted ceilings. We reserve the right to edit or reword your submitted description for clarity and concision.
3. Visit https://ontario.reel-scout.com/loc_add.aspx to access the **submission form**. Provide info including availability restrictions, if applicable (ex. “Unavailable between Apr-Jul annually”).
4. Click **“Add Files”** and select the photos you’d like to submit. If necessary, our team will select the best among the submitted photos and delete those which are redundant or of poor quality.
5. Read and agree to our **Terms of Services** and **Privacy Policy**.
6. Review your entries to ensure the information and photos are accurate, then click **“Upload & Submit Location”** and **wait until the progress bars turn blue**.

Please attempt to adhere to the above guidelines. They are in place to ensure your submission will meet our minimum standards required for inclusion in the database.

ONTARIO LOCATIONS LIBRARY – LOCATION PHOTO GUIDELINES	
Maximum file size per photo	15.00 MB
Maximum number of photos per upload	30
Minimum image dimension	1600 x 1200 pixels
In general, landscape orientation (horizontal) is recommended.	
Shoot only spaces that are available for filming.	
For interiors , duplicate the experience of someone walking through the building. Shoot the rooms to give a sense of space: take a photo at one end of each room, off from the corner, and shoot a reverse from the opposite side of the room.	For exteriors , take a photo of the front of your property from across the street and a reverse from the front door to show the property and its immediate surroundings. Use the same rationale for the back of the property. Take photos of the street in both directions as well.

We will **not accept** photos that:

- Are out of focus
- Give a distorted sense of space (ex. wide-angle perspective), such as real estate photos
- Include date stamps, text, logos or watermarks
- Have been overly altered
- Focus on people or pets
- Are submitted via email
- Are screen captures, such as from Google Maps

What's next:

- Once submitted, your location listing will enter our team's queue to be reviewed. If any issues are identified with the photos or information provided, we will contact you by email.
- If your submission meets the above guidelines, it will go into a processing queue. Depending on the volume of new submissions, this can take 4-6 weeks. Processing involves photo retouching and tagging, and general file preparation. We will then publish the listing and notify you via email once it's live. It will be available for viewing, printing and electronic distribution by film professionals worldwide seeking the perfect locations for their projects. They will **contact you directly** if they are interested in using your property for their production.

***Please be aware there is an expectation regarding responsiveness and communication. Location contacts are expected to be responsive to the Ontario Creates team when contacted, and to our clients' outreach. If the location undergoes structural changes or is sold, please reach out to our office to let us know asap.

NOTE: Ontario Creates does not act as a liaison or solve disputes between production companies and property owners.

FAQs:

Who can view my location, and why can't I find it when I search?

Only registered film professionals have access to residential listings. You will notice that we do have a number of locations that are viewable to the public; these are locations that are publicly accessible and don't include private spaces. Keeping locations such as residences private is for your protection. To view your listing, please reach out to our team and we will gladly send you a pdf.

Can Ontario Creates send a photographer to shoot my property?

Though we would like to be able to send a photographer to shoot each property, we have limited resources that prevent us from doing so. We instead encourage property owners to upload photos directly to the database, via our user-friendly [“List Your Property”](#) tool.

Why do I need to upload so many photos of my location?

In order for film professionals to be able to assess whether your property fits their script, it is necessary for them to have a good idea of what it offers. Approx. 30 images provide good coverage for most locations.

I have more than 30 photos. What do I do?

We strongly encourage that property owners keep their upload to 30 photos, but if the property is large and more photos are required for adequate coverage, you can upload a second time. The second upload will be merged with the first.

Why do you need exterior shots if filming will take place inside?

We have no way of knowing what aspects of your home will be found interesting – it could be interiors only, it could be exteriors only, or it could be both! It's also important for a film professional to see the surrounding exterior area for logistics, for example, space for parking and equipment.

Do I have to include photos of every single room in my house?

Please include images of all rooms in your home that would be available for filming, including ones you wouldn't think of- for ex a good-sized attic!

If my house is in a small town, will you list it? How likely am I to get filming?

The Ontario Creates Film Commission promotes filming across all of Ontario, although locations with proximity to urban centres with filming infrastructure (such as the GTA) do have an advantage. If your location has the look a production company needs, however, and their budget and schedule allow, they will travel! It could also be a production is in town already for one central location, and it makes logistical sense to shoot the whole production there.

What should I write in the description? How can I make my property stand out in the database?

Please write a brief, factual description of your property, including any unique features such as swimming pools and vaulted ceilings. We cannot promote any listing over another; the best and most important thing you can do is ensure your photos represent your location well. Script requirements are unpredictable and dictate which properties are considered. Travel time and budget are other key considerations, as is proximity to other locations the production is using. With so many variables involved in choosing a location, whether yours gets chosen is outside of your control.

Can I change/delete photos once they're uploaded?

No. Once photos have been uploaded, any necessary changes must be communicated to Library Staff by email so that we can make the changes. If you'd like to replace or add photos, please upload them using our Location Submission tool and let us know which should be removed (if applicable).

Can I delete my location from the database?

As a Property Owner, you do not have the ability to delete your location from the database. If you are moving or simply have decided you are no longer interested in listing your location, please contact Library Staff and we can inactivate your listing.

How often can I expect my home to be used for filming?

We have no way of knowing how much interest, if any, a location will attract. If your location fits the description within a script, and a location manager selects it by accessing our database, you will be contacted by the location manager or production company directly.

How much will I get paid if my home is used for a film shoot?

There is no standard rate. The rate you are offered will vary depending on a number of factors: the type of project (for ex. feature film, commercial) and its budget, the amount of space the film crew will occupy, and the scale of the home and property. Generally

speaking, filming consists of Prep day(s), to rearrange furniture or bring set dressing into the location; Shoot day(s), when all the sequences pertaining to your location would be filmed; and Wrap Day(s), when set dressing is taken out of the location and the home or business is cleaned up and after inspection returned to the property owners. So the rate will also vary each day your property is used- 'shoot days', for example, will pay somewhat more than prep or wrap days. The rate of compensation can either be a flat rate encompassing all prep, shoot and wrap days or can be separated by a prep and wrap fee which is generally ½ the rate of the daily shooting fee. It will be a negotiation between you and the production company.

Will we have to move out or stay in a hotel while they're shooting in our house?

Only if the budget of the production permits, and if the crew will be occupying your home for an extended period of time. This decision is usually made mutually between the location manager and the homeowner.

How do I know if a production company is legitimate?

If you are new to renting your home out to production companies, some of the local company names may sound a little unfamiliar. That's because in addition to the studio that is financing the production (for ex. Disney, Miramax), there is always a local production company established for the duration of preproduction and production (shooting). It will usually have a name that reflects the project name, which would explain why you may have never heard of them. If at any point you wish to verify the legitimacy of a production company or location manager who has approached you, feel free to call our office for a quick reference. We work in conjunction with a majority of the projects and have a professional relationship with most local location managers.

What is the process if someone calls me?

We're glad to explain any aspect of location filming, so please don't hesitate to ask. Library staff are available during business hours (Monday thru Friday, 9am to 5pm) at 416 642-6634 or locations@ontariocreates.ca. Also, upon request we can e-mail a sample location contract that you may find useful if you are in negotiations with a production company.