

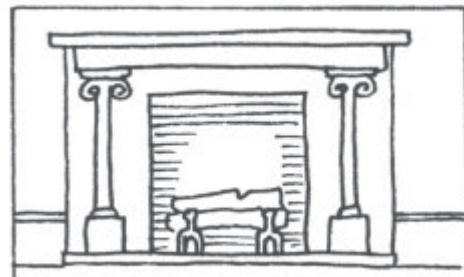
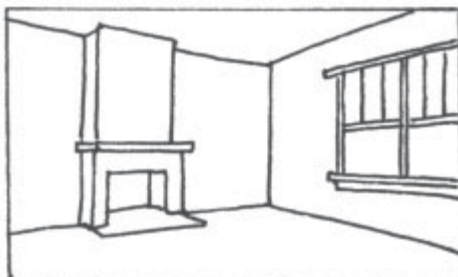
South Carolina Historic Rehabilitation Incentives Act

Tips for Taking Photographs

Photographs are one of the most important parts of your *Certified Rehabilitation Application*. Taking a little extra time to make sure they are done right is one of the surest ways to expedite our review of your project. Here are a couple of things to consider.

1. Remember, that for many of the people who will review your application, the photographs are their only chance to get acquainted with your building(s).

Send plenty of clear, sharp photographs. While we prefer traditional color or black and white prints taken with film and a camera, digital photographs are acceptable, if the resolution is high enough that the digital images are indistinguishable from traditional photographs. DO NOT email digital images or send on a disk. Print digital images no more than two per 8 1/2 by 11 sheet. Polaroids or other instant photographs are unacceptable.



For the building exterior, be sure to include:

- ◆ Views of the building in its setting, including any outbuildings and its neighbors to either side and across the street
- ◆ Overall views of each side of the building
- ◆ Close-up views of important features, such as windows, doors, millwork, or other things unique to your building
- ◆ Close-up views showing the condition of the building's materials, especially if there are problems with deterioration

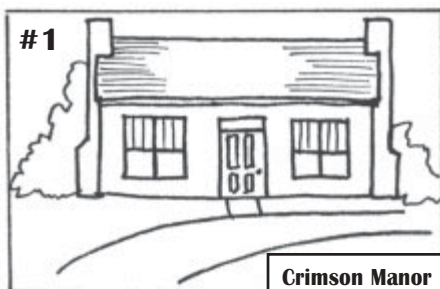
For the building interior, be sure to include:

- ◆ Overall views of each room of the building (an easy way to do this: stand in one corner and shoot the opposite side of the room, then take a picture from the opposite corner)
- ◆ Close-up views of important features, such as fireplaces, stairways and railings, windows, doors, trim, or other things unique to your building
- ◆ Close-up views showing the condition of the interior finishes on the floors, walls, and ceilings, especially if there are problems

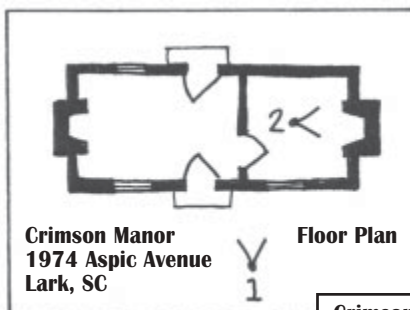
2. Be sure your photographs are all properly labeled. Improperly labeled photographs cause confusion and will lead to delays in reviewing your project.

Every photograph must be labeled with a number, property name, address, and date. You also need to include a description of what the photograph is showing and where the picture was taken from. You may provide this information on the back of each photograph, or provide a photograph identification list that includes all of this information. There are a couple of good ways to do this:

- ◆ You can simply write a description of what is shown in the picture and where the picture was taken from.
- ◆ Or, you can use building floor plans to create a photograph key. As in the first option write a description of what is shown, but instead of verbally describing where the photograph was taken, use symbols and numbers to note on the floor plans the location from where each photograph was taken.

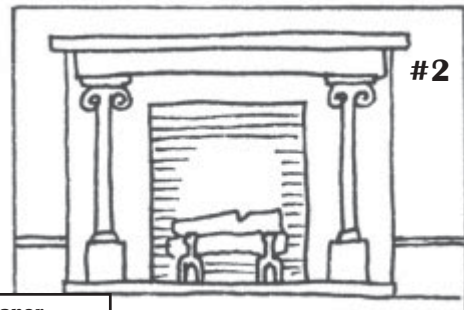


Crimson Manor
1974 Aspic Avenue
Lark, SC
Photo #1
Front elevation from
across Aspic Avenue
January 2, 2003



Crimson Manor
1974 Aspic Avenue
Lark, SC

Floor Plan



Crimson Manor
1974 Aspic Avenue
Lark, SC
Photo #2
Studio fireplace and
mantel are in good
condition.
January 2, 2003