

FINISHED SQUARE FOOTAGE

It is important that REALTORS® be consistent in measuring the finished square footage of homes. Therefore, the following guidelines are provided to aid you in completing the square footage questions on the property profile sheets.

It is important that these guidelines be adhered to as the data you provide is used by other REALTORS® and Appraisers who need and expect correct and consistent information.

A FINISHED ABOVE GRADE SQUARE FOOTAGE

Include the finished area, which is on those levels, which are completely (100%) above grade.

A level is considered to be above grade ONLY IF THE ENTIRE LEVEL IS ABOVE GRADE.

(Note: For MLS purposes, grade and ground level are the same.) A walk-out basement or lower level with one or more sides partially below grade (or ground) cannot be counted as above grade finished area even if one or more walls are 100% above the ground.

- **Note: When measuring the upper level or second floor of a 1 & 1/2 story or Cape Cod type house, do not include floor area under ceilings or beyond walls, which are less than five feet in height.**
- **On upper levels of multi-level property, do not include square footage for vaulted ceiling areas.**

B FINISHED PART OR ALL BELOW GRADE SQUARE FOOTAGE

This pertains to all styles of houses with or without exposure. Remember, a level is below grade if any part of the level is below grade (ground). If one or more sides are partially below grade, the entire level is below grade and all square footage on that level is considered below grade. Walkouts and exposed basements should be included as FINISHED BELOW GRADE SQUARE FOOTAGE.

- **Caution: For a room in the lower level to be a legal bedroom, the window surface area must be at least 8% of the net floor area, and it must comply with other local building codes.**

C FINISHED TOTAL SQUARE FOOTAGE

Finished total square footage should equal the total of the above three areas.

- **Note: To be considered finished square footage, the space must be heated, have finished walls, have a finished ceiling (no exposed floor joists), and have a finished floor (painted concrete does not count). If one of these four components is missing, the space can still be counted as finished, but disclosure of the missing component must be included in MLS remarks. (This rule applies to all levels)**