

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 EXPOSED BELOW OR PARTIALLY BELOW GRADE SQUARE FOOTAGE

This pertains to bi-levels, tri-levels, multi-levels, or ranches and two-story houses with partial basement exposure. Include the area of only those finished rooms with window(s) that contain an area of, at least, 8% of the total square footage of that room. Remember, a room is below grade if any part of the level it is on is below grade (ground). Walkouts and exposed basements should be included as FINISHED EXPOSED BELOW OR PARTIALLY BELOW GRADE SQUARE FOOTAGE.

- **Note: To be considered finished square footage within a lower level, 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.**
- **Caution: For a room in the lower level to be a legal bedroom, in addition to the 8% window space requirement, it must comply with other local building codes.**

C FINISHED NON-EXPOSED SQUARE FOOTAGE

Include the area of finished rooms with no windows or windows with an area of less than 8% (Local codes may vary) of the total square footage of that room. It is possible and acceptable that some rooms (with little or no window area) which are on the same level as the rooms discussed in the previous paragraph will be included in this total. Finished rooms in traditional basements would be included as FINISHED NON-EXPOSED SQUARE FOOTAGE.

D FINISHED TOTAL SQUARE FOOTAGE

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