

Guidelines For Measuring and Reporting Square Footage

All measurements should be taken from the exterior and include the MAIN STRUCTURE ONLY. This excludes garages, patios, etc. All measurements must be made to reflect outside dimensions. For areas that cannot be measured from the outside, take inside measurements and make additions to adjust for thickness of exterior walls. Finished porches, breezeways, (insulated, heated, glazed, designed for year-round living) etc., are to be included in finished square footage at the appropriate level.

Enclosed areas with seasonal use are not reported in square footage, but should be noted in the remarks section.

1st floor above grade (SF1), 2nd floor above grade (SF2), and 3rd floor above grade (SF3) levels include only finished square feet. The sum of those levels is the total finished square feet above grade (GLA).

1st floor below grade (SB1) and 2nd floor below grade (SB2) include gross square footage for those levels.

Total finished square feet below grade should be entered in the TOTAL FIN BELOW buckets (FNB).

The sum of total finished above (GLA) plus total finished below (FNB) is TOTAL FINISH SF (TFL).

Total finished plus unfinished square footage (TFU) equals the sum of total finished above grade (GLA) plus 1st floor below grade (SB1) plus 2nd floor below grade (SB2)

USE THE EXAMPLES BELOW FOR GUIDELINES

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| <p>One Story</p> <p style="margin-left: 20px;">GLA = 2000 FNB = 1200 TFL = 3200 TFU = 3800</p> | <p>Bi-Level</p> <p style="margin-left: 20px;">GLA = 1200 FNB = 1000 TFL = 2200 TFU = 2200</p> |
| <p>Two Story</p> <p style="margin-left: 20px;">GLA = 2400 FNB = 500 TFL = 2900 TFU = 3400</p> | <p>Tri-Level</p> <p style="margin-left: 20px;">GLA = 1700 FNB = 500 TFL = 2200 TFU = 2400</p> |
| <p>1.5 Story/Cape Cod</p> <p style="margin-left: 20px;">GLA = 1700 FNB = 0 TFL = 1700 TFU = 2700</p> | <p>Quad Level</p> <p style="margin-left: 20px;">GLA = 1400 FNB = 1050 TFL = 2450 TFU = 2800</p> |

Upper level interior dimensions (wall-to-wall include closet but not unfinished storage area) should be measured and adjustments made for wall thickness and dormers.

NOTE: Dashed lines in drawings above indicate "below grade."

CAUTION

1. Some one story homes have a family room behind the garage on a slab foundation. Include this as finished area.
2. On split levels (bi-levels, tri-levels, level above grade over the level immediately below it. Make certain that you measure each level separately to record square footage accurately.
3. Many commercial measuring "wheels" or "sticks" are inaccurate. You are better off using a 100' tape.
4. To be considered a finished below grade or partially below grade area, two of the following three criteria must be met:
 - a. It has permanent floor coverings -- i.e., tile, carpet, vinyl, wood.
 - b. It has a finished ceiling.
5. Compare your square footage calculations with those found on the assessor's card or a previous listing as a check. If yours are different than theirs, re-measure and re-calculate.

HOW TO COUNT ROOMS IN A HOUSE

TOTAL ROOMS

1. Living Room/Dining Room combination. 2 rooms
2. Kitchen/Family Room combination. 2 rooms
3. Kitchen/Dining Room combination. 1 room
4. A breezeway or porch that is finished for all-season use with insulation, glazing, and adequate heating is counted as a room.

TOTAL BEDROOMS

A room off another room (with no other access) can be counted as two rooms, but only as one bedroom. (Use Remarks Section to explain.)