

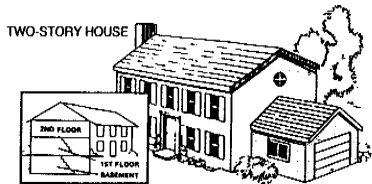
**APPENDIX II**

**ABOVE/BELOW GRADE SQUARE FOOTAGE GUIDELINES**

**100% of the floor level must be Above Grade for any of that level to be Above Grade**

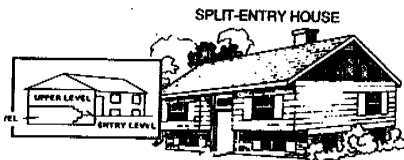
***NOTE: If property includes additional living space (garage apartment, guesthouse, cabin, etc) please note Above/Below Grade Square Footage in the listing Remarks.***

**TWO STORY HOUSE:**



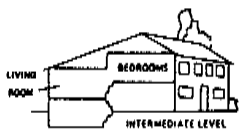
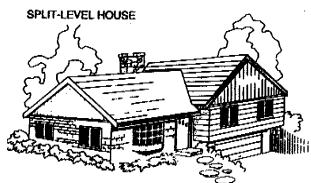
The 1st floor AND the 2nd floor are **Above Grade** & finished rooms in the basement are **Below Grade**.

**SPLIT ENTRY HOUSE:**



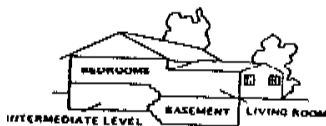
With the bi-level (or split entry) the upper level is **Above Grade** & the lower level is **Below Grade**.

**SPLIT LEVEL HOUSE:**



BACK-TO-FRONT SPLIT-LEVEL

With the example on the left, the bedrooms, living room and intermediate levels are **Above Grade**. The intermediate level is *at or above ground level*. The basement level is located *below ground level* and therefore **Below Grade**.



SIDE-TO-SIDE LEVEL

With the example on the left, the bedrooms and living room are **Above Grade**. The intermediate and basement levels have rooms that are located *below ground level*, therefore the intermediate and basement levels are **Below Grade**.

**APPENDIX III**

**NWW MLS Guidelines for Reporting Square Footage, Bedrooms, Baths**

1. Measurements should be taken from the exterior of the house.
2. Square footage should include heated, finished areas only.
3. Enclosed porches, breezeways, etc., should be included in the Apx Fin Above or Below Square Footage fields *only* if heated and finished similar to the remainder of the house. Unheated or unfinished areas should be reported in the Apx Unfin Above or Below Square Footage.
4. Square footage should only include the area where *ceiling height is a minimum of 5'* (1.5 story or A-frame houses, for instance). Any part of the upper level with a ceiling height of *less than 5'* should **NOT** be included in the square footage.
5. Lower levels of bi-level, split level or walkouts should **NOT** be included as Above Grade Square Footage - they should be listed in Below Grade Square Footage.
6. Below Grade Square Footage should include only areas that are finished in a style similar to the rest of the property and is *below grade*. *If the area is not finished or heated, **do NOT include** it in *either* square footage field.*
7. Finished lower level bedrooms which meet state building code, occupancy requirements, (*adequate windows, egress*) may be included in the total number of bedrooms and should be included in Below Grade Square Footage.
8. A walk-through bedroom (*a room off another bedroom with no other access*) can be included in square footage fields **but not counted as a bedroom**.
9. A **FULL** bath has a sink, toilet and **either** a shower or tub. Baths with **only** a stool and sink are considered **HALF** baths. Any room with *less than* a stool and sink (stool, shower or sink only) should **NOT** be counted as a part bath but may be mentioned in the Remarks.

**1 and 2 story houses**

