



The following chart shows style options versus optional square feet fields.

	Ranch	Raised Ranch	Bi-level	Tri-level	Two Story	Three Story	Multilevel
UPPER			X	X	X	X	X
MAIN	X	X		X	X	X	X
LOWER*		X	X	X		X	X
BASEMENT*	X			X	X	X	X

*if applicable

NOTE: For a loft/studio all square footage should be counted in the main level.

Do not include basement square feet in the Above Square Feet field.
See reverse side for details.

Square Footage Companion

Required Square Footage Fields:

In order to correctly report square footage, the following three required square footage fields must be accurately calculated and entered:

- **Sq Ft Above:** Includes all partially or completely above grade square footage including finished and unfinished square footage of the upper, main, and lower levels.
- **Sq Ft Finished:** Includes only finished upper, main, lower, and basement.
- **Sq Ft Total:** Includes the finished and unfinished square footage of all levels, including the upper, main, lower, and basement.

Standard cellar, walk-out, and garden level basements are prohibited from inclusion in the above square feet field.

Optional Square Footage Fields:

The following square feet fields are optional but must be reported accurately when included.

- **Main Level:** The level at front grade or partially above front grade.
- **Upper Level:** All levels above the main level (e.g. 2nd floor, 3rd floor, etc.).
- **Lower Level:** A level below the main level that includes partially below grade living space (e.g. bi-level, tri-level, multilevel, and raised ranch).
- **Basement:** The lowest level of a building that rests on a below grade foundation (e.g. standard, cellar, walk-out, and garden level). Basement square footage is prohibited from inclusion in the Above Square Feet field.

The following table indicates which levels may be included in each required square feet field. The only limitation is the basement level cannot be included in the **Above Square Feet** field.

	Sq Ft Above	Sq Ft Finished	Sq Ft Total
UPPER	X	X	X
MAIN	X	X	X
LOWER	X	X	X
BASEMENT*		X	X

*If applicable

Common styles with lower levels:

- **Bi-levels** have an upper level and a lower level. They do not have main levels or basements. The entrance is located between the upper and lower levels. Both levels are included in the Above Square Feet field.
- **Tri-levels** have upper, main, and lower levels, all of which are included in the Above Square Feet field.
- **Raised Ranches** do not have basements. They have main and lower levels. Both levels are included in the Above Square Feet field.

Style diagrams on reverse side.

Square Footage Guidelines

MLS Rules and Regulations

Section 1.19 Square Footage Specified: All square footage entered into the MLS must be accurate.

How to Comply:

Square footage is determined by style of house and grade at the front door. In order to correctly report square footage, the following three required square footage fields must be accurately calculated and entered:

1. Sq Ft Above
2. Sq Ft Finished
3. Sq Ft Total

Basement square footage is prohibited from inclusion in the Above Square Feet field, including standard and traditional basements, cellars, walk-outs, and garden levels.

Square Footage Fields Defined:

- 1. Above Square Feet (Sq Ft Above):** A required field that includes all partially or completely above grade square footage. This includes the finished and unfinished square footage of the main, upper, and lower levels. Basement square footage (including walk-out and garden levels) is prohibited from inclusion in the Square Feet field.
- 2. Total Square Feet (Sq Ft Total):** A required MLS field that represents the finished and unfinished square footage of all levels, including the main, upper, lower, and basement.
- 3. Finished Square Feet (Sq Ft Finished):** A required MLS field that represents all finished main, upper, lower, and basement square footage.
- 4. Main Level:** The level at front grade or partially above front grade.
- 5. Upper Level:** All levels above main level (e.g. 2nd floor, 3rd floor, etc.).
- 6. Lower Level:** A level below main level that includes partially below grade living space (e.g. bi-level, tri-level, and raised ranch).
- 7. Basement:** The lowest level of a building that rests on a below grade foundation (e.g. standard, traditional, cellar, walk-out, and garden level). Basement square footage is prohibited from inclusion in the Above Square Feet field.
- 8. Sq Ft Other Finished:** This field is used for additional square footage that is not part of or included in the main residence. For example, carriage house, mother-in-law apartments, etc.
- 9. # of Stories in this Unit:** This field indicates if the unit you are selling is 1 Story (Ranch), 2 Story, or more. You should only enter the number of at-grade or above-grade stories. Do not include basements. This field does not indicate the floor that the unit is on, or the number of floors in the building.