

## MLS Guidelines & Procedures for Reporting Square Footage, Bedrooms and Baths

1. Measurements should be taken from the exterior of the house.
2. Enclosed porches, breezeways, etc., should be included in the square footage fields only if heated and finished similar to the remainder of the house.
3. Second Floor Ceiling: In order to be included in square footage an area under beams, ducts, and other obstructions, where ceiling height must be at least 6'4" (areas under stairs have no minimum heights). In a room with a sloped ceiling (for example, on the second floor of some cape cod style houses) at least one-half of the square footage in the room must have a ceiling height of 7 feet or greater. No portion of the finished area that has a ceiling height of less than 5 feet may be counted in the square footage.
4. Lower levels of bi-level, split level or walkouts should not be included in above grade square footage - they should be listed in below grade square footage. (Basement Size)
5. Finished lower level bedrooms which meet state building code, occupancy requirements, (adequate windows, egress) may be included in the total number of bedrooms but should be included in below grade square footage (Basement Size)
6. 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.
7. 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 (toilet, shower or sink only) should not be counted as a part bath but could be mentioned in the remarks.

