



FIELD WORKSHEET

SQUARE FOOTAGE WORKSHEET

A field sheet for recording measurements and separating above-grade living area from everything else. **The distinction that causes the most trouble here is grade** — on our sloped lots, a great deal of finished space sits below it and can't be counted as GLA.

PROPERTY ADDRESS

DATE MEASURED / BY

01 THE RULES IN BRIEF

COUNTS AS GROSS LIVING AREA

- **Finished, heated, above-grade** space, measured to the exterior finished surface.
- **Ceilings of at least 7 feet.** Under a sloped ceiling, at least half the floor area must reach 7 feet, and only area with 5 feet or more counts.
- **Stairway openings** count on the floor they descend from.
- **Finished attic or loft space** that meets the height and access rules.

DOES NOT COUNT AS GLA

- **Any level with any portion below grade** — report it separately, however nicely finished.
- **Garages**, attached or detached.
- **Unheated three-season and screened porches.**
- **Detached guest cottages, bunkhouses, and bathhouses** — list separately.
- **Unfinished storage, crawl, and mechanical spaces.**

NORTHERN MICHIGAN: THE WALKOUT PROBLEM

On a sloped lot — most lakefront and hillside property here — a walkout lower level is finished, heated, and often the best room in the house. It still is not above-grade living area, because part of the level is below grade. Report it separately with its own square footage. Folding it into the GLA total is the most common measurement error we see, and the one most likely to surface at appraisal.

02 ABOVE-GRADE LIVING AREA

LEVEL / AREA	LENGTH	WIDTH	SQ FT	NOTES
Main level				
Main level — addition				
Second level				
Second level — addition				
Finished attic / loft				
Bonus room over garage				
TOTAL ABOVE-GRADE GLA				

03 BELOW-GRADE & NON-GLA SPACE — REPORTED SEPARATELY

LEVEL / AREA	LENGTH	WIDTH	SQ FT	FINISHED?
Walkout / daylight lower level				
Basement — finished portion				
Basement — unfinished portion				
Three-season / screened porch				
Attached garage				
Detached garage / pole barn				
Guest cottage / bunkhouse				
TOTAL BELOW-GRADE FINISHED				

04 SKETCH

Each square is roughly 2 feet at 1/8" scale. Note exterior dimensions, grade transitions, and any ceiling under 7 feet.

05 FIELD NOTES

BEFORE YOU PUBLISH THE NUMBER

Measure to the exterior finished surface, round each level to the nearest square foot, and measure the space yourself rather than trusting assessor or prior-listing figures — both are frequently wrong. Where the MLS, appraiser, and assessor disagree, your MLS rules govern what you publish.

NEED THE SYSTEMS CHECKED TOO? WE'RE IN THE FIELD DAILY.

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