

1. **Property Type:** The number of family units: one family, two-family, three- family, four-family. For multi-family homes, please confirm the total number of units in your dwelling
2. **House Styles:** Ranch, Raised Ranch, Colonial, Cape, Split Level, Contemporary, Log Home etc.

Number of Stories:

Number of levels of living area a dwelling has above grade. Examples: A ranch is typically a 1- story dwelling or 1- story with attic. A cape is typically a 1.5 or 1.75- story home. Colonials are typically denoted with a 2- story, 2- story with attic, and 2.5 dwellings.

3. **Living Area:**

The living area total is generally based on the exterior perimeter of your home that lies above grade (above ground). It is roughly the exterior length multiplied by the exterior width of your dwelling, which is then multiplied by the dwelling's story height. A finished basement or recreation room below grade is not included in your home's living area.

4. ***Bedrooms:**

Bedroom count is determined by considering the house as if vacant and on the open market for sale. Even if a room is being used as a den or office, etc.... it may still be considered a bedroom for valuation purposes. In other words, if a bedroom is being used as something other than a bedroom, it is still a bedroom. A bedroom must have a closet to be included in the bedroom count.

5. **Bathrooms:**

A bathroom with at least a sink, toilet and a tub OR shower is considered a full bath. A bathroom with only two fixtures, generally a sink and toilet, is considered a half bath. Please confirm how many full and half baths you have in your home.

6. **Finished Basement Area:**

A basement area is considered finishes if three of the following four items exist:

- 1.) Finished walls such as sheetrock or paneling, etc.
- 2.) Finished flooring such as carpet or linoleum.
- 3.) Finished ceilings.
- 4.) Heat.

Any combination of three constitutes a finished basement area. Please indicate this on the data verification report and the percentage of finished basement area. (Ex. YES =25%, 50%, 75%, or 100%)

7. **Finished Lower Level Area:**

Raised Ranch and Split Levels style homes only. The same criteria applies as Finished Basement Area defined above however this area is typically situated partially above ground level.

