

Home Office Spreadsheet

Please use the following sheet to record your home office activity and expenses for the year. This will allow us to make sure we are getting the most beneficial reimbursement/deduction for the use of your home office.

Entity Name				
Is the Home Office Area used regularly and exclusively for business?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
If, No, stop, you cannot take a home office deduction.				
Date you began using your home office:				
Total Square feet of your home/apartment:				
Total Square feet of your office:				
Annual Household Expenses				
Homeowner's Insurance:				
Mortgage Interest (or provide Form 1098)				
Real Estate Taxes				
PMI Insurance:				
Repairs & Maintenance to your home:				
Repairs & Maintenance exclusively to your office:				
Electricity:				
Natural Gas:				
Water & Sewer:				
Trash/Recycling:				
Security System:				
Association Dues:				
Other: Pest Control				
Other: Cleaning				
Other: Lawn Care (only if continuous flow of clients)				
Number months office used for business				