Before you take a deduction on your taxes for expenses related to a home office, please be aware of some items:

* Your home office must be regularly and exclusively used for your self-employed business
* If you own your home please do your best to have ready a copy of your settlement sheet from when you purchased the home and for all past refinancing

Is your home office used regularly and exclusively for your self-employed/home based business?

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Amount | Notes |
| Living space of the entire home in square feet |  |  |
| Size of home office in square feet |  |  |
| First Mortgage Interest |  |  |
| Second Mortgage Interest |  |  |
| Equity Line Interest |  |  |
| Other Home Mortgage Interest (Private Party) |  |  |
| Property Taxes Paid |  |  |
| Insurance (Homeowner’s or Renter’s) |  |  |
| Repairs to home (plumbing, electrical, structure) |  |  |
| Repairs limited directly in the home office |  |  |
| Cleaning |  |  |
| Condo Fee or Home Owners Association Dues |  |  |
| Electricity |  |  |
| Gas |  |  |
| Oil |  |  |
| Water |  |  |
| Trash Collection |  |  |
| Alarm System |  |  |
| Date you purchased the home |  |  |
| Date you placed your home in service for business |  | If different from purchase date |
| Value of land at the time of purchase |  |  |
| Improvements (Describe under NOTES) |  |  |
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