

## Home Office Checklist

Financial Year:.....

Office Area	Metres square (m2)
Garage	
Storage	
<b>Total Business Area</b>	_____
	_____
Total Area of Home, Garage & Storage	
<i>Business Use % 1</i>	_____ <b>% Total A</b>
	=====

Rent Paid (if property not owned)	\$
Power/ Gas	\$
Rates – including water charges	\$
Interest	\$
Insurance - House & Content	\$
Repairs and Maintenance – please itemise	\$
<b>Total Home Office Expense</b>	\$ _____ <b>Total B</b>
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<b>Total B X Total A % Business Use of Home Office</b>	\$
Up to 50% Home Telephone Rental \$_____yearly	\$
Business Related Internet Costs	\$
	\$ _____
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