



Matthew G. Dixon

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### **HOME OFFICE EXPENSE CHECKLIST**

*All information provided on this form should be supported with receipts which you should keep in event of an audit.*

<b>Categories</b>	<b>Amounts</b>
Mortgage Interest (Interest paid on mortgage)	\$
Rent	\$
<b><u>Utilities</u></b>	
Hydro	\$
Gas	\$
Water	\$ _____
<b>Total Utilities</b>	<b>\$</b>
Insurance – on home	\$
Property Taxes	\$
<b><u>Repairs and Maintenance</u></b>	
Home Security	\$
Landscaping Costs	\$
Other Repair and Maintenance	\$ _____
<b>Total Repair and Maintenance</b>	<b>\$</b>
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$ _____
<b>Total Expenses</b>	<b>\$</b>

<b>Home Usage Amount</b>	
Total square footage of home	ft <sup>2</sup>
Total square footage of office space in home	ft <sup>2</sup>
<b>Percentage of Home for Business Usage</b>	<b>%</b>

If you have any questions, please contact my office.