HOME OFFICE WORKSHEET

FOR TAX YEAR: _____

FIRST YEAR using home office/NEW CLIENT INFORMATION:

DATE HOME OFFICE WAS PUT INTO USE:_____

TOTAL SQUARE FOOTAGE OF HOME: _____ OFFICE ONLY SQUARE FOOTAGE: _____

PURCHASE PRICE OF HOME: $ _____

COST OF ANY ADDITONAL IMPROVEMENTS (PRIOR TO HOME OFFICE USE): $_____

If you purchased the home this year include a copy of the purchase papers.

ALL YEARS:

DID YOU LIVE IN YOUR HOME ALL YEAR? YES ☐ NO ☐

IF NO, ENTER DATES YOU LIVED IN THE HOME: _____

IF YOU HAD A HOME OFFICE IN ANOTHER HOME THIS YEAR, FILL OUT ANOTHER FORM

*******IF YOU RENT YOUR HOME:*******

PLEASE PROVIDE TOTALS FOR THE YEAR (IF APPLICABLE)	AMOUNT
RENT	$
ELECTRICITY	$
TRASH	$
WATER	$
GAS	$
RENTERS INSURANCE	$
REPAIRS AND MAINTENANCE	$
OTHER EXPENSES	$

*********IF YOU OWN YOUR HOME:********

PLEASE PROVIDE TOTALS FOR THE YEAR (IF APPLICABLE)	
MORTGAGE INTEREST provide 1098 form	$
PROPERTY TAX	$
ELECTRICITY	$
WATER	$
GAS	$
TRASH	$
HOME SECURITY	$
INSURANCE	$
REPAIRS AND MAINTENANCE	$

Preparer use only: Land Basis $ Building Basis $

OTHER EXPENSES	$

PLEASE LIST ANY EXPENSES RELATED DIRECTLY TO THE HOME OFFICE BELOW: