

### 1. Business Activity

• Home office relates to which business \_\_\_\_\_

### 2. Determine the Business Usage

• Square footage of the home office \_\_\_\_\_

• Square footage of the home \_\_\_\_\_

• For childcare business, average # of hours of operation per week \_\_\_\_\_

### 3. Household Expenses (Indirect):

• Mortgage Interest \$ \_\_\_\_\_

• Real Estate Taxes \$ \_\_\_\_\_

• Home Insurance \$ \_\_\_\_\_

• Rent \$ \_\_\_\_\_

• Repairs & Maintenance \$ \_\_\_\_\_

» Landscaping \$ \_\_\_\_\_

• Association Dues (HOA) \$ \_\_\_\_\_

#### • Utilities

» Gas & Electric \$ \_\_\_\_\_

» Cable \$ \_\_\_\_\_

» Water \$ \_\_\_\_\_

» Trash/Sewer \$ \_\_\_\_\_

### 4. Direct Office Expenses (100% Business):

• Utilities \$ \_\_\_\_\_

• Maintenance \$ \_\_\_\_\_

• Insurance \$ \_\_\_\_\_

• Property Taxes \$ \_\_\_\_\_