

**HOME OFFICE: SPACE USED 100% FOR BUSINESS - ALL THE TIME**

ORIGINAL PURCHASE DATE \_\_\_\_\_

ORIGINAL COST OF HOME \_\_\_\_\_

MAJOR REMODELING  
(PRIOR TO HOME OFFICE) \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF HOME..... \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF HOME OFFICE SPACE..... \_\_\_\_\_

PERCENT FOR HOME OFFICE: \_\_\_\_\_

HOME COSTS    100%    OFFICE PORTION

HEAT \_\_\_\_\_

ELECTRICITY \_\_\_\_\_

WATER/SEWER \_\_\_\_\_

INSURANCE \_\_\_\_\_

MORTGAGE INTEREST \_\_\_\_\_

REAL ESTATE TAX \_\_\_\_\_

CLEANING \_\_\_\_\_

CONDO FEES \_\_\_\_\_

YARD MAINTENANCE (X) \_\_\_\_\_

(X) NOT PERMITTED

Other remodeling, repairs done to the office space....after starting to use it for office space...  
list here.

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**Special Note:**  
Corporations, Partnerships, Not Sole Proprietorships  
YOU SHOULD COMPLETE ONE OF THESE FORMS, ATTACH COPIES OF SUPPORTING DOCUMENTS AND  
PREPARE ON A MONTHLY BASIS. REIMBURSE YOURSELF MONTHLY