

## 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 \$ \_\_\_\_\_
- Repairs & Maintenance \$ \_\_\_\_\_
- Association Dues (HOA) \$ \_\_\_\_\_
- Utilities
  - Ø Gas & Electric \$ \_\_\_\_\_
  - Ø Cable \$ \_\_\_\_\_
  - Ø Water \$ \_\_\_\_\_
  - Ø Trash/Sewer \$ \_\_\_\_\_
  - Ø Landscaping \$ \_\_\_\_\_
- Rent \$ \_\_\_\_\_

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

- Utilities \$ \_\_\_\_\_
- Maintenance \$ \_\_\_\_\_
- Insurance \$ \_\_\_\_\_
- Property Taxes \$ \_\_\_\_\_