

## Home Use Claim Checklist

**Client Name:** \_\_\_\_\_

**Tax Year:** \_\_\_\_\_

**Accountant:** \_\_\_\_\_

Is a portion of your home used in any capacity to support the business for instance for storage of business assets or stock, or a dedicated office used for business admin, or a show room for your products? If so you can claim a portion of your home costs as a business expense.

**Address of your home** \_\_\_\_\_

**Provide size of home in square metres:**

Total area (sqm): \_\_\_\_\_ House including garage (sqm): \_\_\_\_\_

Storage area (sqm): \_\_\_\_\_ Office area (sqm): \_\_\_\_\_

Garage area (sqm): \_\_\_\_\_ Other area (sqm): \_\_\_\_\_  
*used 100% for business*

**Provide total costs for the year ended 31 March for all applicable**

Mortgage Interest (if owned): \$ \_\_\_\_\_

Rent per week (if rented): \$ \_\_\_\_\_

Home & Contents Insurance \$ \_\_\_\_\_

Land Rates \$ \_\_\_\_\_

Repairs/Maintenance \$ \_\_\_\_\_

**Utilities**

Power/Gas \$ \_\_\_\_\_

Water \$ \_\_\_\_\_

Internet/Home Phone \$ \_\_\_\_\_

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**Have you moved home at any point during the year ended 31 March?**

Your previous rent per week \$ \_\_\_\_\_ Date that you moved \_\_\_\_\_

Previous Address: \_\_\_\_\_

**Office-Specific Expenses**

Office furniture (desk, chair, etc.): \_\_\_\_\_

Equipment (computer, printer, etc.): \_\_\_\_\_

Internet and tech upgrades for business: \_\_\_\_\_

**Business Use Verification**

Is the home office used exclusively for business purposes? Yes / No

Do you meet clients at your home office? Yes / No

Is the office space used regularly for administrative or management activities? Yes / No