

## Home Office Expense Checklist

You can only claim home office expenses if your home office is your principal place of business or you meet clients customers, or patients on a regular basis

Please note that although you do not need to provide us with all receipts, you should keep them for a minimum of seven years in case of an audit from CRA.

Total House Area (square feet)

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House Area Used For Business (square feet)

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Please fill out the Expense and GST/HST columns only if you are requesting a GST/HST rebate on the expenses.

Expenses	Amount Including GST/HST	Expense	GST/HST
Heat			
Hydro			
Water			
Home or Renters Insurance			
Home Security			
Repairs and Maintenance			
Interest Paid on Mortgage			
Property Taxes or Rent Expense			
Other Expenses (specify)			