



(512) 693-7364
 shelia@austinareatax.com
 www.austinareatax.com

Home Office Information Worksheet

For multiple home offices in the same tax year, use multiple worksheets.

Business Use of your Personal Residence	
Home Address	
City, State Zip	
Total Home Square Footage	
Square Footage of Office, used regularly and exclusively for business	
Dates of Business Use:	
First Day Office Used for Business	
Last Day Office Used for Business	
Total Expenses to Maintain Home for Dates of Business Use	
Utilities (i.e. Electric, Gas, Water)	
Insurance (Home Owners or Rental Contents)	
Trash	
Home Internet, excluding TV cable	
Percent of Business Usage	
Telephone - Cell Phone	
Percentage used for Business (%)	
If Home is Rented: Total Annual Rent Paid	
If Home is Owned/Financed	
Original Home Purchase Price	
If Home Purchase Price includes Land/Lot, Purchase Price of Land/Lot Note: Land is not subject to depreciation	
Costs of Home Improvements, after Home Purchase	