



## Workspace-in-the-Home Checklist

- Return this form with your documentation.
- All information should be supported by receipts. Although we do not need to see these receipts, keep them in case of an audit.

This checklist is used with (please select):

- Business & Professional Activity Checklist  
 Employment Checklist  
 Real Estate Checklist

### Business Use Portion

Total square feet (or number of rooms) for business use \_\_\_\_\_

Total square feet (or number of rooms) for house \_\_\_\_\_

Business percent \_\_\_\_\_

| <b>Expenses</b>                                     | <b>Amount</b> | <b>GST/HST</b> | <b>Amount inc GST/HST<sup>1</sup></b> |
|---|---------------|----------------|---------------------------------------|
| <b>Utilities</b>                                    |               |                |                                       |
| Heat  |               |                |                                       |
| Hydro   |               |                |                                       |
| Water   |               |                |                                       |
| <b>Total utilities</b>                              |               |                |                                       |
| <b>Repairs and maintenance</b>                      |               |                |                                       |
| Home security                                       |               |                |                                       |
| Landscaping costs                                   |               |                |                                       |
| Other repairs and maintenance                       |               |                |                                       |
| <b>Total repairs and maintenance</b>                |               |                |                                       |
| Insurance – on home                                 |               |                |                                       |
| Interest paid on mortgage(s) not otherwise deducted |               |                |                                       |
| Property taxes                                      |               |                |                                       |
| Rent  |               |                |                                       |
| Other – please describe:                            |               |                |                                       |
|   |               |                |                                       |
|   |               |                |                                       |

<sup>1</sup> Unless you are requesting a GST/HST rebate on the expenses, just complete the last column.