

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 _____

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

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