



EXPERT TAX
Tax Agents & Business Advisors

HOME OFFICE

Expense Checklist

TO: Expert Tax

Email – lodgemytax@gmail.com

Attention –

Note that Home Office Expenses can only generally be claimed if a separate room is maintained for income earning related activities.

CLIENT NAME -	
Expenses	Amount
Percentage of floor area in the house used for Home Office:	%
Electricity (attach details)	
Rates & Taxes (attach details)	
Land Tax (attach details)	
Cleaning (attach details)	
Repairs & Maintenance (attach details)	
Home Insurance (attach details)	
Interest Paid on Home Loan (attach details)	
Telephone expenses (attach details)	
Other Expenses (attach details)	
Purchase of Plant & Equipment i.e. Computer, desk, office furniture...etc. (attach details)	