

HOME OFFICE EXPENSE SUMMARY

Client name		Phone number	
Email			
Home address			

BUSINESS USE OF HOME

Square footage of office		
Total square footage of home		
Condo fees		
Electricity		
Heat		
Insurance *		
Internet		
Office supplies		
Property taxes *		
Rent		
Repairs & maintenance		
Telephone (cell phone)		
Other (please specify:)		
Total Home Office Expense		

* Commission employees only