



Tel: 519 576 5220
 Fax: 519 576 5471
 Toll Free: 888 236 5482
 www.bdo.ca

BDO Canada LLP
 The Bauer Buildings
 150 Caroline St. S, Suite 201
 Waterloo ON N2L 0A5 Canada

Workspace-in-the-Home Checklist¹

All information should be supported by receipts. Although we do not need to see these receipts, please keep them in case of an audit.

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 including GST/HST ²
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 To deduct expenses for the business use of a work space in your home you must meet **one** of the following conditions:

- it is your principal place of business; or
- you use the space **only** to earn your business income, AND you use it on a regular and ongoing basis to meet your clients, customers, or patients.

² Unless you are requesting a GST/HST rebate on the expenses, just complete the last column.