

Mount Sinai Professional Corporation

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.