

Client Name:

### Home Office Usage Details: for the year 1 July to 30 June

No of months used for Business Purposes		Floor area of house	
Average weekly hours used as a Home Office		Floor area of home office	

### Occupancy Expenses

**Note: You must be self-employed with a home-based business to claim occupancy expenses and your home office, workshop or studio must be a dedicated area separate from your domestic space.**

Rent	
Mortgage interest	
Council rates	
Water rates	
House insurance premium	
Repairs for house as a whole (eg: roofing)	
<b>Total occupancy costs</b>	<b>0</b>

### Running Expenses - Electricity:

Total electricity bill \$	<input style="width: 90%;" type="text"/>	Percentage applicable to home office use %	<input style="width: 90%;" type="text"/>
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**Total electricity expense for the year**

### Running Expenses - Gas:

Total gas bill \$	<input style="width: 90%;" type="text"/>	Percentage applicable to home office use %	<input style="width: 90%;" type="text"/>
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**Total gas expense for the year**

### Other Running Expenses:

Cleaning	
Depreciation - furniture	
Depreciation – other than furniture	
Leasing	
Repairs to office furniture & equipment subject to apportionment	
Other home office running expenses	
<b>Total running expenses</b>	<b>0.00</b>

