



ACCOUNTANT FIRST

Registered Tax Agent & Public Accountant

Home Office Checklist

Year ended 30th June 20.....

Please send this to our office prior to your appointment.

To: Accountant First

Attn:

Fax: (02) 8583 3361

Email: info@accountantfirst.com.au

Client Name:

Phone:

Client Address:

Email:

Client Name:		
Percentage of floor area in the house used for Home Office:		%
Expenses		Attachment
Light & Power (attach details)	\$	
Rates & Taxes (attach details)	\$	
Land Tax (attach details)	\$	
Cleaning (attach details)	\$	
Repairs & Maintenance (attach details)	\$	
Insurance (attach details)	\$	
Interest Paid on Home loan(attach details)	\$	
Phone Bill (attach details)	\$	
Other Expenditure (attach details)	\$	

Client Name:

Signature:

(Please send us this along with all the document by fax or email)