

## 2022 Home Office Questionnaire

<b>Property Address:</b>	
<b>Area of house (m2)</b>	
<b>Area used for business (m2)</b>	
<b>Business Area as a % of Total</b>	

**If you have not retained copies of utility bills for the year, we will calculate your home office expense based on the IRD square metre rate method.**

<b>Property Expenses (Where Records Held)</b>	
• Gardening	\$
• Insurance	\$
• Repairs & Maintenance (attached details of amounts)	\$
• Property Manager Costs (attached reports if held)	\$
• Legal Expenses	\$
• Motor Vehicle Expenses (visiting property)	\$
• Power / Gas	\$
• Phone / Internet	\$
• Other Costs -	\$
• Other Costs -	\$
• Other Costs	\$

<b>Premises Costs</b>	
• Interest Expenses (attached certificate from bank)	\$
• Rental Costs (if applicable)	\$
• Rates	\$

<b>Other Comments</b>
Please provide any comments or notes regarding the property: