

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The first thing you need to measure is the total square footage of the home. You can do this easily by reviewing a copy of your survey or floor plan if you have it. If your home measures 50 feet across the front and 35 feet front to back, just multiply the two numbers (i.e., 50 X 35 = 1750). If you have a second floor with the same dimensions, double the number (i.e., 1750 X 2 = 3500).

Enter total square footage of your house: \_\_\_\_\_\_\_\_\_\_

1. The next step is to measure out the square footage of the actual office space. This office space must be dedicated to your home office use. (As an example, we will say the room measures at 20 X 15 so you have 300 square ft of home office.) You may also include storage space that is used exclusively for your business storage also. If you have a 4 X 5 (20 sq. ft) section in your attic where you store company documents or samples, you can add to the actual office measurement (i.e., 300 + 20 = 320).

Enter total square footage of your office space: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Now you have to calculate any common areas (shared areas in the house that all tenants have access to; such as a hall way, stairway and landing, entry way or foyer) and also measure any areas that are not living spaces such as an attached deck (if it was included in the entire house calculation).

Enter total square footage of your common and non-living areas: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you have a bathroom near or adjoining your home office, please provide us the measurements and we will discuss further to determine eligibility: \_\_\_\_\_\_\_\_\_\_\_\_\_

If you are going to take this deduction, we recommend taking photos of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ space to keep in your files as supporting documentation.

