

CLEAR ADVANTAGE TAX & ACCOUNTING SOLUTIONS, INC.

PHONE: 630.447.0078

A HELPFUL CHECKLIST TO PREPARE FOR YOUR TAX APPOINTMENT

Office in the Home Information:

1. Compute the total area of your house in square feet (house area) _____
2. Compute the area of the house that is used *exclusively* for business (business area) _____

House Expenses We Need:

- What was the original cost of the house?
- What was the cost of any improvements?
- What mortgage or home equity loan interest did you pay for the year?
- If you don't own the home, what rent did you pay?
- What real estate taxes did you pay?
- Did you pay any association dues?
- What did you pay for repairs to the home?
- What did you pay to insure the home?
- What did you pay for maid service?
- What did you pay for landscapers and lawn care?
- What did you pay for internet service?
- What did you pay for electric, gas, water, and garbage?
- Did you have any other expenses that relate to the house?

REMEMBER: UNLESS A SPECIFIC FORM IS NOTED, WE ONLY NEED TOTALS FOR THE ABOVE ITEMS.

WE DO NOT NEED YOUR BOX(S) OF RECEIPTS.