



Unified Enterprise Survey - Annual

2000 Survey of the Real Estate Rental and Leasing and Property Management Industries

Collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19. Completion of this questionnaire is a legal requirement under this Act.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler sans frais au numéro de téléphone suivant : 1 888 881-3666.

Information Only

Correct pre-printed information if necessary using the corresponding boxes below:

0001	Legal name	0004	Number and street		
0002	Business name	0005	City	0006	Province or State
0003	C/O	0053	Country	0007	Postal code/Zip code
0008	First name of contact	0028	Last name of contact		
0052	Please report for:	0010	Language preference 1 <input type="radio"/> English 2 <input type="radio"/> French		

A - Introduction

Survey Purpose

This survey collects the financial and operating data needed to produce statistics concerning your industry. For more information on survey purpose, please consult the enclosed letter.


Confidentiality

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business. **The data reported on this questionnaire will be treated in strict confidence**, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. The questionnaire(s) can also be faxed back to Statistics Canada at **1 888 883-7999**. Thank you.

If you need further information or help, please call 1 888 881-3666.

If you prefer to report electronically, please go to www.statcan.ca/edr-ded

Name of the primary person completing this questionnaire:		0013	_____		
0026	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	0054	First name	_____	
			Last name	_____	
Title:	0014	E-mail address:		0018	
Telephone number:	0017 ()	Extension:	0027	Fax number:	0016 ()
Signature: 			Date completed:		
I certify that the information contained herein is complete and correct to the best of my knowledge.			0015	YYYY	MM DD

Coverage

Please complete this questionnaire for the business unit(s) described in the pre-printed area on the front page of this questionnaire. Report only for the operation(s) located in Canada.

Reporting Instructions

When precise figures are not available, your best estimates are acceptable.

1. Please report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to the nearest whole dollar (e.g., \$55,417.40 should be reported as \$55,417).
3. All percentages reported should be rounded to the nearest whole percent (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please include all electronic commerce transactions.
5. Please write clearly in ink.
6. This survey questionnaire can be faxed back to Statistics Canada at **1 888 883-7999**.

Statistics Canada advises you that there could be a risk of disclosure during the facsimile transmission. However, upon receipt of your facsimile, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Reporting Period Information

Reporting Period

Please report information for your **most recent available 12-month fiscal period** ending between January 1, 2000 and March 31, 2001. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹ YYYY MM DD To ⁰⁰¹² YYYY MM DD

2. Do the dates reported above represent a change in your fiscal year?

0059 Yes No

3. Were any of the operating units of this business unit temporarily or seasonally inactive during the reporting period?

0061 Yes No

4. Has this business unit acquired any operating units during the reporting period?

0064 Yes No

5. Has this business unit disposed of/sold any operating units during the reporting period?

0066 Yes No

Data-sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal *Statistics Act* and corresponding provincial and territorial legislation. The data are to be kept confidential and used for statistical purposes only. **Your responses are not shared with Canada Customs and Revenue Agency (formerly Revenue Canada).** More details on data-sharing are included in this package.

Business Unit Organization

1. Type of organization (please check **one** only):

- 0024 1 Unincorporated sole proprietorship 2 Unincorporated partnership 3 Incorporated company 4 Co-operative
5 Joint venture 6 Government business entity 7 Government 8 Non-profit organization

Sole Purpose of this Business Unit

1. Is the sole purpose of this business unit to provide services to your parent company, an affiliated company or a professional practice?

- 0029 Yes → If yes, please name the company or professional practice. No → If no, please go to the **Main Business Activity** section.

0030 _____

Main Business Activity

Please check the **main** activity, at this business unit, which most accurately describes the **principal** source of operating revenue.

Please check **one** only.

1. Lessors of Residential Buildings and Dwellings:

1.a. 531111 **Lessors of Residential Buildings and Dwellings, for profit**

- primarily engaged in renting and leasing residential buildings and dwellings, except social housing projects. These establishments may operate (lease, administer and maintain) their properties on own account, or they may subcontract the operation to a third party, and they may provide additional services, such as security, maintenance, parking, and snow and trash removal.

Examples: Apartment buildings, operators of Residential hotels, operators of
Cottage rental.

Lessors of Housing Co-operatives

1.b. 531112 **Lessors of Social Housing Projects**

- primarily engaged in renting and leasing residential buildings and dwellings provided to low-income earners. These establishments are typically operated or funded by non-profit government entities, but they may also be operated by private, non-profit housing corporations.

Exclusion(s): Business units primarily engaged in operating short stay emergency housing facilities (Community Housing Services).

2. Lessors of Non-Residential Buildings:

2.a. 531120 **Lessors of Non-Residential Buildings (except Mini-Warehouses)**

(e.g., operators of commercial, office and mixed use buildings)

- primarily engaged in owning, or owning and operating, non-residential buildings. These establishments may operate (lease, administer and maintain) their properties on own account, or they may subcontract the operation to a third party, and they may provide additional services, such as security, maintenance, parking, and snow and trash removal.

Examples: Commercial and industrial buildings, operators of Stadium operating
Auditorium rental Convention facilities, rental only
Flea market space renting Shopping centres, property operation
Concert hall operation and real estate operation. only

NOTE: Main Business Activity continued on page 4.

Main Business Activity (continued)

2.b. 531130 0234 **Self-Storage Mini-Warehouses**

- primarily engaged in renting or leasing space for self-storage. These establishments provide secure space (rooms, compartments, lockers, containers or outdoor space) where clients can store and retrieve their goods.
- Exclusion(s):** Business units primarily engaged in providing warehousing services that include the handling of client's goods (Warehousing and Storage); and providing coin-operated locker services (All Other Personal Services).

3. Lessors of Other Real Estate Property:

3.a. 531190 0235 **Lessors of Other Real Estate Property, not elsewhere specified**

- primarily engaged in renting and leasing real estate other than buildings.
- Examples:** Mobile home park operating Forest land leasing
Agricultural property rental Lessors of railroad property
Industrial park developing and operating.

4. Property Managers:

4.a. 531310 0236 **Property Managers, Residential Properties**

- primarily engaged in managing real estate properties on behalf of property owners (on a contract or fee basis). These establishments are engaged in administrative and co-ordination activities, such as the negotiation and approval of lease agreements, the collection of rental payments, the administration of contracts for property services (for example, cleaning, maintenance and security) and the preparation of accounting statements.

Exclusion(s): Associations or corporations of dwelling owners engaged in the management of properties on behalf of dues-paying members, such as condominium owners' associations (Other Membership Organizations).

0237 **Property Managers, Non-Residential Properties**

0040 **None of the above**

5.

0041

Please list the main activities of this business unit and indicate the estimated percentage of total operating revenue associated with each one:

Note:

If you responded "None of the above", please call 1 888 881-3666 for further instructions.

B - Revenue

- Please include:**
- all Canadian revenue (including electronic commerce) recorded in your accounts for sales or transfers to other businesses and to other units of your business;
 - all revenue (including electronic commerce) received from outside Canada by this business unit.

Please exclude: • federal or provincial sales taxes collected for remittance to a government agency.

1. Are tenant recoveries and inducements included ?	1143	<input type="radio"/> Yes	<input type="radio"/> No
2. Unit of measure	1142	<input type="radio"/> Sq. feet	<input type="radio"/> m ²

	Leased area	\$ CDN
Gross revenue from rental and leasing of properties owned or leased by your firm:	1145	1150
3. Residential		
Non-residential:	1155	1160
4. Shopping centres, plazas, malls, stores	1165	1170
5. Office buildings	1175	1180
6. Industrial space (e.g., factories, warehouses)	1185	1190
7. Recreational space (e.g., indoor and outdoor)	1195	1200
8. Convention space (e.g., hotels, motels, convention centres)	1205	1210
9. Other non-residential (e.g., self storage warehouses) (please specify): 1211	1215	1220
10. Total non-residential (add amounts reported at questions 4 to 9 above)		
11. Other real estate property (e.g., mobile home parks, land)		1221
Gross revenue from property management fees: If you are a property manager or involved in property management activities, please complete the following:	1345	1337
12. Residential	1355	1360
13. Non-residential	1365	
14. Total area rented, leased or managed (please report the <u>SUM</u> of residential, non-residential and managed area)		

B - Revenue (continued)

		\$ CDN
15. Sales of all other goods and services produced (e.g., coin operated laundry services) (please specify):	2000 2001	2000 2060
16. Commission revenue (remuneration as an agent or middleman for providing the service to the vendor or purchaser of bringing together the two parties to a transaction)		2068
17. Operating subsidies and grants (e.g., donations, subsidies and grants from governments, public institutions, private individuals, businesses, non-profit and charitable institutions and foundations)		2077
18. All other operating revenue Exclude: interest income and dividends. Please report this amount in this section at question 20, "Non-operating revenue". Please name major items:	2071 2072 2073	

Revenue Totals

		\$ CDN
19. Total operating revenue (add amounts reported at questions 3, 10, 11, 12, 13 and 15 to 18 above)		2080
20. Non-operating revenue (e.g., interest income and dividends)		2097
21. Total revenue (add amounts reported at questions 19 and 20 above)		2098

C - Expenses

Please include: • all expenses (including electronic commerce) within or outside Canada recorded by this business unit.

Please exclude: • GST/HST, PST and TVQ (Quebec).

Labour Remuneration

	\$ CDN
1. Wages and salaries paid to employees for whom you issued a T4 - Statement of Remuneration Paid form (include vacation pay, bonuses and commissions).	3010
2. Employer portion of employee benefits paid for all employees for whom you issued a T4 - Statement of Remuneration Paid form, (include employer contributions to pension, medical/life insurance plans, employment insurance and workers' compensation).	3040
3. Total labour remuneration (add amounts reported at questions 1 and 2 above).	3041

Expenses Related to Real Estate

	Total \$ CDN
4. Real estate property management fees paid to others	3202
5. Real estate commissions paid to others	3212
6. Inducements to tenants (e.g., leasehold improvements, interest on loans, free rent, paid moving expenses)	3222

Purchased Energy and Water Expenses

Exclude energy and water expenses that are covered in your rental and leasing expenses. Please report these amounts in this section at question 10, "Rental and leasing expenses".

	Total \$ CDN
7. Light, heat and power expenses	4036
8. Water expenses	4065

Purchased Service Expenses

Please **exclude** services that you produce within this business unit.

	\$ CDN
9. Telephone and other telecommunication expenses Include: <ul style="list-style-type: none"> • telephone, fax, cellular phone, or pager services for transmission of voice, data or image; • Internet access charges; • purchased cable and satellite transmission of television, radio and music programs. 	4101
10. Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods. Also please include , if applicable, all associated energy, fuel and water expenses.	4115
11. Purchased maintenance and repair expenses of buildings and structures Include materials, parts and labour. Exclude property management fees.	4185
12. Allocation to Replacement Reserve Fund (for social housing only)	4199
13. Purchased janitorial and cleaning service expenses, including sweeping and snow removal services Include materials, parts and labour. Exclude property management fees.	4200
14. Payment(s) to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and/or charges for personnel search services)	3080
15. Legal, accounting and auditing fees	4230
16. Architectural, engineering, scientific and technical service fees Include land surveying, interior design and drafting.	4245
17. Consulting fees	4270
18. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses. Please report these amounts in this section at questions 31 and 32.	4325
19. Insurance premiums (e.g., liability, auto, building, equipment) Exclude premiums paid directly to your Head Office, if applicable. Please report this amount in this section at question 28, "Management fees or any other service fees paid to head office and other business support units".	4350
20. Advertising expenses (e.g., trade shows)	4365
21. Travel, meals and entertainment expenses Include purchases for clients.	4370
22. Property taxes	4427

Purchased Service Expenses (continued)

	\$ CDN
	4430
23. Provincial capital taxes	
24. Other business taxes, licenses and permits expenses Include: <ul style="list-style-type: none"> • property transfer taxes; • vehicle license fees; • lot levies. Exclude <ul style="list-style-type: none"> • income tax. 	4435
	4500
25. All other purchased service expenses	
Please name major items:	4501
	4502
	4503

Other Operating Expenses

	\$ CDN
26. Office supply expenses Exclude capital expenditures. Include: <ul style="list-style-type: none"> • paper and supplies for photocopiers, printers and fax machines; diskettes; writing instruments and other office supplies, etc. Also, if not capitalized, include computers, printers, photocopiers, computer software and office furniture, etc. Exclude: <ul style="list-style-type: none"> • telephone and other telecommunication expenses. Please report these payments in this section at question 9, "Telephone and other telecommunication expenses"; • postage and courier expenses. Please report these payments in this section at question 29, "All other operating expenses". 	3301
27. Depreciation and amortization (including this business unit's assets and capital lease obligations)	4520
28. Management fees or any other service fees (e.g., legal, advertising, insurance) paid to head office and other business support units (e.g., warehouses, sales centres, trucking facilities)	4555
29. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, allowances for bad debts, donations, and inventory adjustments) Exclude interest expenses. Please report these amounts in this section at questions 31 and 32 "Interest expenses on capital lease obligations" and "All other miscellaneous interest expenses".	4569

Expense totals

	\$ CDN
	4599
30. Total operating expenses (add amounts reported at questions 3 to 29 above)	4610
31. Interest expenses on capital lease obligations	4620
32. All other miscellaneous interest expenses (e.g., interest on loans and interest portion of mortgage payments)	4699
33. Total expenses (add amounts reported at questions 30, 31 and 32 above)	4699

D - Employment Characteristics

Paid Employees

Please estimate the **number** of salaried and hourly employees on your payroll in a typical pay

Exclude contract workers (i.e., those not on your payroll who were engaged for a specific project or term).

Please allocate this **number** by the following:

	Number
1. Full-time employees Employees who worked the standard work week as observed by the business.	6310
2. Part-time employees Employees who worked fewer hours than standard or who worked only for a given period or season.	6311
3. Total number of paid employees (add numbers reported at questions 1 and 2 above).	6312

E - Distribution of Operating Revenue by Type of Client

Data on your revenue by type of client will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer, and welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of "Total operating revenue" (reported in **Section B - Revenue**, at question 19, "Total operating revenue") by type of client to whom the goods or services were delivered.

	%
Clients in Canada	8100
1. Individuals and households	
2. Public Institutions (e.g., hospitals, schools, universities)	8120
3. Government (e.g., federal, provincial, territorial and municipal administration)	8130
4. Financial businesses (e.g., financial intermediaries including banks, trust companies, financial crown corporations)	8112
5. All other businesses (including non-financial crown corporations)	8115
6. Clients outside Canada (exports)	8140
Total	100%

F - Residential Real Estate Rental and Leasing Supplementary Information

Section F is to be filled out **only** if your firm earns revenue from the renting and leasing of Residential real estate.

Number

9299

1. What is the total number of residential units owned during the reporting period?

Capital Expenditures

Please report the total value of capital expenditures made on the 4 categories of expenditures below during the reported period.

Include the cost of materials, own account work, and contracted work.

\$ CDN

2. Were there any expenditures for **ADDITIONS** done on the property during the last year?

9291

Examples of what to include:

Structural extensions (rooms/decks)
Fences, driveways
Parking lots

3. Were there any expenditures for **RENOVATIONS** or alterations?

9292

Examples of what to include:

Remodeling rooms
Adding or replacing doors

4. Were there any expenditures for the **REPLACEMENT** of existing equipment?

9293

Examples of what to include:

Plumbing fixtures
Built-in appliances
Carpeting

5. Were there any expenditures for **NEW** installations of equipment that did not previously exist on the property?

9294

Examples of what to include:

Plumbing fixtures
Built-in appliances
Carpeting

For information only

G - Comments

1. How long did you spend collecting the data and completing this form?

9910

hours

2. Comments?

We invite your comments on the following topics or any others related to our business survey program. We appreciate your assistance.

- events that may have caused significant changes in your reported values from the previous year
- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- clarity of questions (e.g., definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides)
- order and flow of questions
- timing of receipt of questionnaire and the period given for response
- other sources of data to further reduce response burden
- potential for electronic data reporting
- general (non-proprietary) business software packages in use

9920

FOR information only

Lost the return envelope?

Please telephone 1 888 881-3666 OR fax the questionnaire back to us at 1 888 883-7999
OR
mail your questionnaire to Statistics Canada, Operations and Integration Division,
120 Parkdale Ave., Ottawa, Ontario K1A 0T6



Thank you for your co-operation

Statistics Canada's publications are available for use
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