



# 2003 Survey of Service Industries: Real Estate Rental and Leasing and Property Management Industries

This information is 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 téléphoner au **1 888 881-3666**.

If necessary, please correct pre-printed information below.

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

## A - General Information

### Survey Purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs.

### Data-sharing Agreements

In an effort to reduce reporting burden, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. The data are kept confidential and used for statistical purposes only. Please see the enclosed information booklet for details of the agreements.

### Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

### Fax or Other Electronic Transmission Disclosure

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

### Reporting Instructions

- Report for **all** operation(s) and/or location(s) pre-printed in the above address area. If it is not possible to report for the above business unit(s), please explain the reason(s) in the Comments section at the end of the questionnaire.
- When precise figures are not available, please provide your best estimates.
- For further information about this survey and definitions, please consult the enclosed information booklet.

### Return of Questionnaire

**Please mail the completed questionnaire(s) in the enclosed envelope or fax it to Statistics Canada at 1 888 883-7999 within 30 days of receipt.**

Lost the return envelope or need help? Call us at **1 888 881-3666** or mail to:  
Statistics Canada, Operations and Integration Division, 120 Parkdale Avenue, Ottawa, Ontario K1A 0T6



## B - Main Business Activity

Please describe the nature of your business.

0055 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check only one of the following categories that represents the **main** activity, at this business unit, which most accurately describes the principal source of revenue.

### Covered by survey:

- 0230  Lessors of residential buildings and dwellings  
0233  Lessors of non-residential buildings, except mini-warehouses (e.g., shopping malls; offices)  
0234  Self-storage mini-warehouses  
0235  Lessors of other real estate property (e.g., mobile home park; agricultural property rental)  
0240  Property managers, residential and non-residential properties

### Exclusions from survey:

- 0243  Condominium associations  
0232  Social housing  
0040  None of the above

If you checked any of these exclusions from survey, please complete the last page and return the questionnaire.

**For further information, please refer to the enclosed information booklet.**

## C - Reporting Period Information

Please report information for your **fiscal year** (normal business year) ending between April 1, 2003 and March 31, 2004. Please indicate below the period covered by this questionnaire.

0011      Year      Month      Day      0012      Year      Month      Day  
1. **From** \_\_\_\_\_ **To** \_\_\_\_\_

2. If you did not operate this business unit for a full year, please check the reason(s) below:

- 0031 1  Seasonal Operation      2  New Business      3  Change of Fiscal Year      4  Change of Ownership      5  Ceased Operations      6  Temporarily Inactive

3. Please indicate below, any change that may have occurred in the organization of this business unit during this fiscal year:

- 0047 1  Acquired New Business Units      2  Disposed of/ Sold Business Units

**If you have had any other changes in your business within the year, please describe these changes in the Comment sections at the end of the questionnaire.**

## D - Joint Venture

If you are involved in a joint venture, **do not include** the joint venture revenue and expenses. However, if you cannot differentiate between the entities of that joint venture, please describe the nature of the joint venture in the comments section at the end of the questionnaire.

Are you reporting for the joint venture or only for your business as it appears on the printed label?

- 0171 1  Yes, reporting for the joint venture(s)  
3  No, not reporting for any joint venture

For further information, please refer to the enclosed information booklet.

## E - Renovations and Alterations

If your firm earns revenue from the renting and leasing of either Residential or Non-residential real estate, or if you are a property management firm and have done some alteration or renovation work on behalf of the owner, please complete this section.

1. Have you done any renovation or alteration work?

1235 1  Yes ► Please complete the section below.

3  No ► Please go to Section G - Personnel.

Report the total value of investment or **capital expenditures** which comprises additions, renovations or alterations, replacement and new installations of equipment.

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

**Exclude** maintenance and repair expenses of buildings and structures that should be reported in Section I - Expenses.

2. **Total expenditures**

Residential Value (\$ CDN)	Non-Residential Value (\$ CDN)	Total Value (\$ CDN)
9323	9324	9326

## F - Number of Buildings and Units

1. Report the **number of buildings** and **square feet** you owned or operated **at the end** of the reporting period.

2. Report the **number of units** and **square feet** you owned or operated **at the end** of the reporting period.

	Residential		Non-Residential	
	Number	Square Feet	Number	Square Feet
1.	5016	5020	5017	5021
2.	5018	5022	5019	5023

For further information, please refer to the enclosed information booklet.

## G - Personnel

Report the average number of people employed.

	Number
1. Full-time employees	6310
2. Part-time employees	6311
3. <b>Total number of paid employees</b> (sum of 1 and 2)	<b>6312</b>

## H - Revenue

Revenue:

	\$ CDN
1. Residential, rental and leasing of residential dwellings (apartments, single family homes, row houses)	1150
2. Non-Residential, rental and leasing (e.g., plaza, office buildings, malls, stores)	1228
3. Self Storage Warehouses, rental and leasing of mini-warehouse	1210
4. Other Real Estate Property, rental and leasing of mobile home parks or land	1221
5. Property Management fees	1336
6. Sales of other goods and services	2000
7. Other revenue. (Please specify major items)	1232
1229	1233
1230	1234
1231	2080
8. <b>Total operating revenue</b> (sum of 1 to 7)	<b>2097</b>
9. Investment and other income (e.g., interest and dividend income, capital gains)	2098
10. <b>Total revenue</b> (sum of 8 and 9)	<b>2098</b>

For further information, please refer to the enclosed information booklet.

## I - Expenses

Expenses:	\$ CDN	\$ CDN
1. Total salaries and wages	3010	
2. Employer portion of employee benefits	3040	
<b>3. Total labour remuneration</b> (sum of 1 and 2)		<b>3041</b>
4. Real estate property management fees paid to others		3202
5. Real estate commissions paid to others		3212
6. Inducements to tenants (for the reporting period)		3222
7. Utilities (e.g., light, heat, power, water)		4042
8. Rental and leasing expenses		4115
9. Maintenance and repair expenses of buildings and structures		4185
10. Janitorial, cleaning, and snow removal service expenses		4200
11. Legal, accounting and auditing expenses		4230
12. Other purchased professional and business services		4275
13. Insurance premiums		4350
14. Property taxes		4427
15. Transfer taxes and lot levies		4426
16. Other provincial and municipal taxes		4428
17. Depreciation and amortization of buildings and equipment		4520
18. Mortgage interest		4620
19. Write-offs, valuation adjustments, losses on sales of capital assets		4349
20. All other expenses. (Please provide details below):		
4531		4534
4532		4535
4533		4536
<b>21. Total expenses</b> (sum of 3 to 20)		<b>4699</b>

## J - Certification

I certify that the information contained herein is complete and correct to the best of my knowledge.

Signature of authorized person 0014	Title 0014	0015 Date		
		Year	Month	Day
Name of person to contact for further information 0026 1 <input type="radio"/> Mr. 2 <input type="radio"/> Mrs. 3 <input type="radio"/> Miss 4 <input type="radio"/> Ms.	0013	First name		
	0054	Last name		
E-mail address: 0018		Web site address: 0020		
Telephone number: 0017 ( )	Extension: 0027	Fax number: 0016 ( )		
How long did you spend collecting the data and completing this questionnaire?		9910 hour(s)	9909 minutes	

## K - Comments

We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent of improving the survey.

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**Thank you for completing this questionnaire. Please retain a copy for your records.**

Statistics Canada's publications are available for use  
in Statistics Canada's regional offices and all major libraries.  
As well, please visit our Web site at [www.statcan.ca](http://www.statcan.ca)

If you need help, please contact us at **1 888 881-3666**.