



2005 Survey of Service Industries: Real Estate Rental and Leasing and Property Management

If necessary, please correct pre-printed information below.



0001	Legal name		0004	Address (number and street)	
0002	Business name		0005	City	
0021	Title of contact		0006	Province/ Territory 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="checkbox"/> English 2 <input type="checkbox"/> French

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.

A - Introduction

Survey Purpose

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

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*.

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 reporting guide for details of these agreements.

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 values are not available from your records, estimates are acceptable.
- For further information about this survey and definitions, please consult the enclosed reporting guide.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

Please return the questionnaire within 30 days.

**Please mail the completed questionnaire in the enclosed envelope
or fax it to Statistics Canada at 1 888 883-7999.**

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

1. Please describe the nature of your business.

0055 _____

2. Please check the **one main activity** which most accurately represents your **principal** source of revenue.

- 0230 Lessors of residential buildings (apartments, houses, etc.)
 0233 Lessors of non-residential buildings (office buildings, shopping malls, etc.)
 0234 Lessors - self storage mini warehouses
 0235 Lessors - other real estate property (mobile home parks, land, etc.)
 0240 Property managers (residential and non-residential)

Exclusions from the survey:

- 0232 Social housing (if rental income exceeds 80% of revenue)
 0243 Condo association
 0040 None of the above

If you checked any of these exclusions, please return the questionnaire. (see cover for mailing details)

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

C - Reporting Period Information

1. Please report information for your **fiscal year** (normal business year) ending between April 1, 2005 and March 31, 2006. Please indicate below the period covered by this questionnaire.

From ⁰⁰¹¹ ^{YYYY} ^{MM} ^{DD} To ⁰⁰¹² ^{YYYY} ^{MM} ^{DD}

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

- ⁰⁰³¹ ¹ Seasonal operations ² New business ³ Change of fiscal year ⁴ Change of ownership ⁵ Ceased operations ⁶ Temporarily inactive

**Please complete only the questions that are applicable to your business.
 When precise values are not available from your records, estimates are acceptable.**

D - Revenue

		CAN\$
1. Sales (a detailed sales breakdown will be requested in Section F)	2299	
2. Grants and subsidies	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue ²⁰⁰¹ (please specify):	2077	
6. Total revenue (sum of questions 1 to 5)	2098	

E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement	3010
2.	Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040
3.	Commissions paid to non-employees	4466
4.	Professional and business service fees (e.g., legal, accounting)	4315
5.	Outsourcing (include work contracted out, freelancers, payments to personnel suppliers, etc.)	3060
6.	Payments for services provided by your head office	4555
7.	Cost of goods sold – if applicable (purchases plus opening inventory minus closing inventory)	5721
8.	Office supplies	3301
9.	Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4115
10.	Repair and maintenance (include janitorial services, equipment, motor vehicles, etc.)	4178
11.	Insurance (include professional liability, motor vehicles, etc.)	4350
12.	Advertising, marketing and promotions (report charitable donations at question 22)	4365
13.	Travel, meals and entertainment	4370
14.	Utilities (include gas, heating, hydro, water)	4066
15.	Telephone and other telecommunication expenses	4101
16.	Property and business taxes, licences and permits	4410
17.	Royalties, rights, licensing and franchise fees	4440
18.	Delivery, warehousing, postage and courier	4179
19.	Financial services fees (e.g., bank and credit card charges)	4325
20.	Interest expenses	4630
21.	Amortization of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses ⁴⁵³¹ (please specify):	4569
25.	Total expenses (sum of questions 1 to 24)	4699
26.	Corporate taxes (if applicable)	4600
27.	Gains (losses) and other items (include write-offs, foreign exchange, share of partnership income, etc.)	4601
28.	Net profit/loss after tax and other items	2304

F - Industry Characteristics - Real Estate Rental and Leasing and Property Management Industries

Please provide a breakdown of your sales.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

9973 1 \$ **OR** 2 %

1. Rental income – residential properties (apartments, houses, etc.)	1150	
2. Rental income – non-residential properties (office buildings, shopping malls, etc.)	1228	
3. Rental income – self storage mini-warehouses	1210	
4. Rental income – other real estate property (mobile home parks, land, etc.)	1221	
5. Property management fees	1336	
6. Revenue from goods purchased for resale as is (drinks, food, games, etc.)	2028	
7. Other sales (please specify): ²⁵⁵⁹	2558	
8. Total sales (sum of questions 1 to 7)	2305	

Selected Expenditure Information

Please report in Canadian dollars.

		CAN\$
9. Property management fees paid	3202	
10. Real estate commissions paid	3212	
11. Value of inducements to tenants	3222	
12. Transfer taxes and lot levies paid	4426	
13. Property taxes paid	1127	
14. Mortgage interest paid	4620	

Property Information		Number	
		Residential	Non-residential
15. Number of buildings owned at year end	5016		5017
16. Number of rental units owned at year end	5018		5019
17. Square feet rented or leased (non-residential only)			5023

Renovations and Alterations

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

18. Total capital expenditures	CAN\$		+	CAN\$		=	CAN\$	
	Residential			Non-residential			Total	
	9323			9324			9326	

G - Personnel

		Number
1. Number of non-salaried partners and proprietors (if salaried, report only at question 2 below)	6321	<input type="text"/>
2. Number of paid employees (based on year-end T4 payroll summaries)	6339	<input type="text"/>

3. Percentage of paid employees who worked full-time	6328	% <input type="text"/>
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		Number
4. Number of contract workers (for whom you did not issue a T4 such as freelancers and casual workers)	6320	<input type="text"/>
5. Number of volunteers (including interns and co-op students) during the reporting period	6014	<input type="text"/>

		Number of hours
6. Total number of hours worked by volunteers during the reporting period	6026	<input type="text"/>

H - I - J - Not applicable

FOR
INFORMATION
ONLY

K - Provincial/Territorial Distribution

1. Please report the number of permanent business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

5001

Number

2. Do you have permanent business units/locations in more than one province or territory?

9966

1 Yes – Please complete question 3

3 No – Please go to Section L

3. Please report the following data for the provinces or territories in which you have business units.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

9967

1 \$

OR

2 %

Province/ Territory	Number of business units (locations)	Total revenue minus investment income	Salaries, wages and employee benefits	Amortization of tangible and intangible assets	Total expenses
1. Newfoundland and Labrador	5002	4824	4826	4827	4927
2. Prince Edward Island	5003	4829	4831	4832	4932
3. Nova Scotia	5004	4834	4836	4837	4937
4. New Brunswick	5005	4839	4841	4842	4942
5. Quebec	5006	4844	4846	4847	4947
6. Ontario	5007	4849	4851	4852	4952
7. Manitoba	5008	4854	4856	4857	4957
8. Saskatchewan	5009	4859	4861	4862	4962
9. Alberta	5010	4864	4866	4867	4967
10. British Columbia	5011	4869	4871	4872	4972
11. Yukon	5014	4874	4876	4877	4977
12. Northwest Territories	5013	4879	4881	4882	4982
13. Nunavut	5012	4884	4886	4887	4987
14. Total	5015	4889	4891	4892	4992

L - Certification

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

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

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve 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 all major libraries.
As well, please visit our Web site at www.statcan.ca.

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