



Unified Enterprise Survey - Annual

1998 Survey of the Real Estate Rental & 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

Confidential when completed

Si vous préférez recevoir ce questionnaire en français, veuillez appeler au numéro de téléphone indiqué dans la boîte ombragée ci-dessous.

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

0001	Legal Name	
0002	Business Name	
0003	C/O	
0004	No. & Street	
0005	City	
0006	Province	Postal code
0007		
0008	Contact Name	
0010	Language preference: <input type="radio"/> English <input type="radio"/> French	

A - Introduction

Survey Purpose:
This survey collects the financial and operating data needed to produce statistics concerning your industry. These data will be aggregated with information from other sources to produce official estimates of national and provincial economic production in Canada, as well as official estimates of activity by industry. These estimates are used by government for national and regional programs and policy planning and by the private sector for industry performance measurement and market development.

Coverage:
Please complete this questionnaire for the operation(s) and location(s) described on the address label above. You should only report for those operations located in Canada.

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.

Returning your questionnaire:
Please complete and return within 30 days of receipt. Please send the completed questionnaire(s) in the enclosed envelope or, if you wish to send the questionnaire by facsimile, please see **Reporting Instructions**, in **section A**, for further details. Thank you.
Do you need another questionnaire?
Do you have any questions?
Please refer to the following telephone number (1-888-881-3666).

Name of person completing this questionnaire: (please print)			
0026	0013		
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	First Name	Last Name	
Title			
0014			
Telephone #	Ext.	Fax #	Date completed
0017	0027	0016	YYYY MM DD
Signature:			0015
I certify that the information contained herein is complete and correct to the best of my knowledge.			

Thank you for your co-operation.

Reporting Period Information

"Business Unit" refers to the operation(s) and/or location(s) described on the address label.

Reporting Period:

Please report information for your **12 month fiscal period** for which the **FINAL DAY** occurs on or between January 1, 1998 and December 31, 1998. For example, if your fiscal period ends March 31, please report for the period April 1, 1997 to March 31, 1998.

1. From ⁰⁰¹¹

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 To ⁰⁰¹²

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2. If you **DID NOT** operate this business unit for the **full year**, please check the appropriate box(es) below:

0042 Seasonal operation

0032 New business

0033 Change of fiscal year end

0034 Change of ownership

0035 Ceased operations

0036 Temporarily closed (Please specify reason):

⁰⁰³⁷

3. ⁰⁰³⁸ Other (Please specify):

⁰⁰³⁹

4. Type of organization (please **check one**):

0024 1 Sole proprietorship

2 Partnership

3 Incorporated company

4 Co-operative

5 Joint venture

6 Government business entity

7 Government

8 Non-profit organization

5. Did the establishment participate in any **joint ventures** during the reported period?

(A joint venture refers to a specific commercial undertaking entered into jointly by two or more parties or companies who agree to contribute the necessary capital and share in profits or losses of the project in agreed proportions. The association terminates either upon completion of the undertaking or at a specific time).

⁰¹⁷⁰ Yes No If **No**, please go to section on **Main Business Activity**.

6. If **Yes**, are detailed revenue and expenses for the company's share in the joint venture(s) included in this report?

⁰¹⁷¹ Yes No

Please provide the names of the joint ventures and the names of the other venture partners. Also, provide the Business Number of any joint ventures that were incorporated.

	Name of joint venture	Venture partners	Revenue Canada Business Number (if applicable)
7.	0180	0181	0182
8.	Is this joint venture: ⁰¹⁹⁰ <input type="radio"/> 1 Incorporated or <input type="radio"/> 2 Unincorporated		
9.	If it is an unincorporated joint venture, please provide the length of time of the joint venture. ⁰¹⁹¹ From _____ ⁰¹⁹² To _____		

If more space is required, please enclose a separate page.

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:

531111 0230 **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 Cottage rental. Residential hotels, operators of

0231 **Lessors of Housing Co-operatives**

531112 0232 **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).

Lessors of Non-Residential Buildings:

531120 0233 **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

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).

Lessors of Other Real Estate Property:

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.

Property Managers:

- 531310** • 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).

0236 **Property Managers, Residential Properties**

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

2. 0040 **None of the above** (please describe briefly the nature of your business activity)

0041

If you have responded '**None of the above**', please refer to the following telephone number (**1-888-881-3666**) and call us for further instructions.

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. **Individual responses are not shared with Revenue Canada.** More details are provided on a separate sheet included in this package.

Reporting Instructions

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g. \$8,555,417.40 should be reported as \$8,555,417).
3. Percentages should be rounded (e.g. 37.3% to 37%, 75.8% to 76%).
4. Your best estimates are acceptable when precise figures are not available.
5. Please print clearly.
6. This survey questionnaire can be sent back to Statistics Canada using facsimile communications. If you are reporting by facsimile, please refer to the following fax number (**1-888-883-7999**).

Statistics Canada advises you that there could be a risk of disclosure during the facsimile communication process. 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.

B - Revenue

Please include:

- revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business.
- all foreign revenue recorded by this business unit.

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	Total 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 (factories, warehouses)		1185	1190
7. Recreational space (indoor and outdoor)		1195	1200
8. Convention space (hotels, motels, convention centres)		1205	1210
9. Other non-residential (e.g. self storage warehouses, etc.) Please specify: ¹²¹¹		1215	1220
10. Total non-residential			1221
11. Other real estate property (e.g. mobile home parks, land, etc.)			
Gross revenue from property management fees:		1345	1337
12. Residential		1355	1360
13. Non-residential		1365	
14. Total area rented, leased or managed (Report the SUM of residential, non-residential and managed area.)			
15. Revenue from sales of other goods and services (e.g. laundry facilities, etc.) Please specify: ²⁰⁰¹			2000
16. Repair and maintenance revenue			2045
17. 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.)			2060
18. Operating subsidies (Government assistance to offset certain eligible current expenses or to supplement current revenues.)			2068
19. All other operating revenue Exclude: interest income and dividends and report in section B, on lines 21 and 22.			2077
Please name major items:	2071		
	2072		
	2073		
20. Total operating revenue			2080
21. Interest income			2092
22. Dividends			2094
23. Total revenue (add lines 20, 21 and 22 above)			2098

C - Expenses

Please: include all foreign expenses recorded by this business unit.

exclude income tax and the portion of federal or provincial **sales taxes** refunded by government.

\$ CDN

3010

1. Wages and Salaries of Employees

- Please report wages and salaries of your employees **before deductions**.
- Employees are defined as those workers for whom you completed a Revenue Canada **T4 Supplementary Form**.
- Include those amounts deposited to **foreign accounts**.

Wages and salaries, for example, **include:**

- Vacation pay
- Directors' fees
- Bonuses (including profit sharing)
- Commissions
- Gratuities
- Taxable allowances (e.g. room and board, gifts such as air tickets for holidays, etc.)
- Retroactive wage payments

Exclude:

1. All payments and expenses associated with outside contract workers. (Please report these payments on the appropriate line of the "Purchased Service Expenses" sub-section, in Section C.)
For example:
 - the cost of sweeping and snow removal services under direct contract to you should be reported on line 17 "Purchased janitorial and cleaning services"
2. Commissions paid to self-employed independent agents. (This information is reported on a T4A supplementary Form.) (Please report these payments in section C, on line 4, Real estate commissions paid to others.)
3. Payments to employment agency or personnel supplier (e.g. pay for temporary workers through an agency and/or charges for personnel search services). (Please report these payments the "Purchased Service Expenses" sub-section, in section C, on line 18, Payments to employment agency or personnel supplier.)
4. Payments to casual labour without a T4 Supplementary Form. (Please report these payments in section C, on line 33, All other operating expenses).

\$ CDN

3040

2. Employer portion of employee benefits

Include payments for:

- Employee life and extended health care insurance plans (e.g. medical, dental, drug and vision care plans)
- CPP/QPP contributions
- Employer pension contributions
- Workers' compensation (provincial plan applicable to this business unit)
- Employment Insurance Premiums (E.I.)
- Retiring allowances or lump sum payments to employees at time of termination or retirement
- All other employee benefits such as childcare and supplementary unemployment benefit (SUB) plans.

Exclude: contributions to provincial health and education payroll taxes (applicable to this business unit). Please report these payments in Section C, on line 33, "All other operating expenses".

	Residential \$ CDN	Non-residential \$ CDN	Total \$ CDN
3. Real estate property management fees paid to others	3200	3201	3202
4. Real estate commissions paid to others	3210	3211	3212
5. Inducements to tenants (e.g. leasehold improvements, interest on loans, free rent, paid moving expenses)	3220	3221	3222

Energy and Water

	Residential \$ CDN	Non-residential \$ CDN	Total \$ CDN
6. Water	4063	4064	4065
Energy:	4028	4029	4030
7. Electricity	4043	4044	4045
8. Total Natural gas			4060
9. All other energy types (e.g. fuel oil, other liquefied gases)			
Please name major items:	4057		
	4067		
	4068		

Other Operating Expenses

<p>10. Office supplies</p> <p>Include: paper; photocopier; printer and fax machine supplies; diskettes; writing utensils and other office supplies, etc. Also, if not capitalized, include computers, computer software and office furniture.</p> <p>Exclude: postage and courier expenses, and telephone and other telecommunications expenses. (Please report these payments in section C, on line 33, "All other operating expenses".)</p> <p>Exclude: capital expenditures.</p>	3301
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Purchased Service Expenses

Include: only expenses for services purchased from another business or from a separate unit of your business.

Exclude: services that you produce within this business unit.

\$ CDN

	4070
11. Goods transportation, warehousing and storage expenses	
Rental and leasing expenses:	4120
12. Rent of office space or other real estate	4125
13. Motor vehicles (without driver)	4135
14. Other machinery and equipment (without operator)	4140
15. Other goods	4185
16. Purchased maintenance and repair expenses of buildings and structures or Allocation to Replacement Reserve Fund Include: materials, parts and labour. Exclude: property management fees.	4200
17. Purchased janitorial and cleaning service expenses, including sweeping and snow removal services Include: materials, parts and labour. Exclude: property management fees.	3080
18. 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)	4230
19. Legal, accounting and auditing fees	4245
20. Architectural, engineering, scientific and technical service fees Include: land surveying, interior design and drafting.	4270
21. Consulting fees	4325
22. Financial service fees (e.g. bank charges, etc.) Exclude: interest expenses. (report on lines 35 and 36)	4350
23. Insurance premiums (liability, auto, building, equipment, etc.)	4365
24. Advertising expenses	4370
25. Travel, meals and entertainment Include: purchases for clients.	4460
26. Cable and satellite television	

Purchased Service Expenses (continued)

	\$ CDN
	4427
27. Property taxes	4430
28. Provincial capital taxes	4435
29. Other business taxes, licenses and permits Include: <ul style="list-style-type: none"> • Property transfer taxes • Vehicle license fees • Lot levies Exclude: <ul style="list-style-type: none"> • income tax. 	4500
30. All other purchased services Please specify: <input style="width: 150px;" type="text" value="4501"/>	

Other Expenses

	\$ CDN
	4520
31. Depreciation and amortization (your own assets including capital lease obligations)	4555
32. Management fees paid to head office and other business support units	4569
33. All other operating expenses (e.g. contributions to provincial health and education payroll taxes, allowances for bad debts, write-offs, donations, and inventory adjustments) Exclude: interest expenses and report in section C, on lines 35 and 36. Please name major items: <input style="width: 150px;" type="text" value="4561"/> <input style="width: 150px;" type="text" value="4562"/> <input style="width: 150px;" type="text" value="4563"/>	4599
34. Total operating expenses	4610
35. Interest expenses on capital lease obligations	4620
36. All other miscellaneous interest expenses (e.g. interest on loans and interest portion of mortgage payments)	4699
37. Total expenses (add lines 34, 35 and 36 above)	

D - Employment

	Number
Please report the average number of people employed during the reporting period. Include: full-time, part-time and temporary employees and employees absent with pay. Do not include: contract workers who are not part of your payroll.	6000

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 we welcome your comments on how to improve it.

Please indicate the percentage of "Total operating revenue" (reported in section B, on line 20) by type of client to whom the good or service was delivered.

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

Name of person reporting **Type of Client information** (if different from name on page 1) (Please print)

8190 _____
 First Name _____ Last Name _____

Telephone number 8192
 (include area code)

F - Residential Real Estate Rental and Leasing

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

	Number
1. What is the total number of residential units owned during the reporting period?	9299
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.	
2. Was any major construction work in the form of ADDITIONS done on the property during 1998?	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	

F - Residential Real Estate Rental and Leasing (continued)

\$ CDN

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

G - Events that may have affected your business unit

Compared to last fiscal year, was there any event(s) that may have caused significant differences in reported values of your business unit during this reporting period?

1. If **yes**, please check the boxes that best reflect this change.

- 9930 Longer scheduled work week
- 9931 Shorter scheduled work week
- 9932 Increase in business
- 9933 Decrease in business
- 9934 More overtime
- 9935 Less overtime
- 9936 Foreign exchange
- 9937 Merger/Acquisition
- 9938 Layoffs
- 9939 Increase in hiring
- 9940 Temporary shutdown
- 9941 Permanent shutdown
- 9942 Strike
- 9943 Adverse weather or natural disaster
- 9944 Change in supplier
- 9945 Change in product line
- 9946 Price changes, goods and/or services sold (output)
- 9947 Price changes, labour and/or raw materials (input)
- 9948 Changes in industry regulation
- 9949 Changes in government taxes (duty levies - dumping duties from offshore companies)

2. 9950 Other, please specify:

9951

H - Comments

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

9910

hours

2. Comments?

We invite your help in improving our business survey program. Your comments on the following range of suggested topics along with your more general remarks would be greatly appreciated:

- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- comprehension of questions (e.g. through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides, etc.)
- 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 postpaid envelope?

Please refer to the following telephone number (1-888-881-3666)

or

the following FAX number (1-888-883-7999).

Thank you for completing the questionnaire.

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.