



Unified Enterprise Survey - Annual

1998 Survey of the Real Estate Agents, Brokers, Appraisers and other Real Estate Activities 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

--	--	--	--	--	--	--	--

 To ⁰⁰¹²

--	--	--	--	--	--	--	--

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 1 <input type="radio"/> Incorporated or 2 <input type="radio"/> 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

1. Please check the **MAIN** activity, at this business unit, which most accurately describes the principal source of operating revenue. (Please check **ONE** only)

531210 0330 **Office of Real Estate Broker**

531210 0331 **Individual Real Estate Agent** (i.e. independent contractor)

531320 0332 **Office of Real Estate Appraisers**

531390 0334 **Real Estate Listing Service**

531390 0335 **Real Estate Auction Service**

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.

Commissions and fees from real estate sales (Reporting instructions for New and Resale properties)

Exclude: fees from real estate auction sales and report in section B, on line 8.

Exclude: the sales commissions paid to other brokers.

Include: the portion of sales commissions paid to real estate boards for listing services. Also, report these payments in the "Purchased Service Expenses" sub-section, in Section C, on line 5, **Listing service charges.**

Include: the sales commissions paid to independent contractors that work for your brokerage. Also report these commissions in the "Purchased Service Expenses" sub-section, in section C, on line 4, **Commissions paid to independent contractors.**

If you do not maintain records on sales commissions by the breakdown requested (**NEW** versus **RESALE** properties), please provide your best estimates.

	Residential \$ CDN	Commercial \$ CDN	Other non-residential \$ CDN	Total revenue \$ CDN
	1301	1302	1303	1310
1. New properties				
2. Resale properties (include vacant land)	1311	1312	1313	1320

Other Commissions, Fees and Revenues

3. Referral service	1325	1326	1327	1328
4. Commissions and fees from rental or leasing of property owned by clients	1331	1332	1333	1335
5. Property management fees	1337	1338	1339	1340
6. Real estate appraisal services	1361	1362	1363	1370
7. Real estate listing services	1371	1372	1373	1380
8. Real estate auction services	1381	1382	1383	1390

B - Revenue (continued)

		Total revenue \$ CDN
		1391
9.	Fees charged to real estate agents for office use, publicity and advertising	1392
10.	Real estate consulting services	1393
11.	Revenue from other real estate services.	2000
	Please name major item: 1394	
12.	Revenue from sales of all other goods and services	
	Please name major items: 2001	
	2002	
	2003	
		2040
13.	Franchise fee revenue	2077
14.	All other operating revenue Exclude: interest income and dividends and report in section B, on lines 16 and 17.	
	Please name major items: 2071	
	2072	
	2073	
15.	Total operating revenue	2080
16.	Interest income	2092
17.	Dividends	2094
18.	Total revenue (add lines 15, 16 and 17 above)	2098

For information only

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.

NOTE: for offices of real estate brokers, report only the **Expenses** incurred by your office. This includes any real estate commissions paid to independent contractors, and any other contracted work.

\$ 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)
- 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 maintenance or cleaning staff under direct contract to you should be reported on line 15 "Purchased maintenance and repair".
2. Payments to employment agency or personnel supplier (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services). (Please report these payments in the "Purchased Service Expenses" sub-section, in section C, on line 16, Payments to employment agency or personnel supplier.)
Otherwise report these payments in section C, on line 29, All other operating expenses.
3. Payments to casual labour without a T4 Supplementary Form. (Please report these payments in section C, on line 29, 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 29, "All other operating expenses".

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

	4486
3. Commissions paid to employees	
	4487
4. Commissions paid to independent contractors	
	4489
5. Listing service charges	
	4490
6. Property management fees	
	4485
7. Other real estate services (e.g. property appraisal services)	
8. Postage and courier expenses	4085
Include: local messenger and delivery expenses.	
9. Telephone and other telecommunications expenses:	4101
Include: <ul style="list-style-type: none"> • Telephone, fax, cellular phone, or pager services for transmission of voice, data or image • Internet access charge • Purchased cable and satellite transmission of television, radio and music programs 	
Rental and leasing expenses	4120
10. Rent of office space or other real estate	
	4125
11. Motor vehicles (without driver)	
	4130
12. Computers and peripherals	
	4135
13. Other machinery and equipment (without operator)	
	4140
14. Other goods	
15. Purchased maintenance and repair service expenses	4175
Include: materials, parts and labour.	
Include: janitorial and cleaning services.	
Exclude: property management fees.	
16. Payments to employment agency or personnel supplier (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services)	3080
	4225
17. Professional and business service fees	
18. Financial service fees (e.g. bank charges, etc.)	4325
Exclude: interest expenses. (report on lines 31 and 32)	
	4350
19. Insurance premiums (liability, auto, building, equipment, etc.)	
	4365
20. Advertising expenses	

Purchased Service Expenses (continued)

	\$ CDN
21. Travel expenses	4366
Include: passenger transportation, accommodation, meals while travelling, and other travel allowances.	
22. Meals and entertainment expenses	4367
Include: purchases for clients.	
23. Property and business taxes, licenses and permits	4410
Include: <ul style="list-style-type: none"> • Property taxes (except those which are covered in your rental and leasing expenses) • Property transfer taxes • Vehicle license fees • Lot levies 	
	4440
24. Royalties and franchise fees	

Other Expenses

	\$ CDN
	4000
25. Office and all other operating supplies and materials used in the business	
	4027
26. Energy (e.g. electricity, gasoline, fuel oil, diesel fuel, natural gas, propane)	
Exclude: energy expenses that are covered in your rental and leasing expenses. (Please report rental and leasing expenses in the "Purchased Service Expenses" sub-section, in section C, on line 10 "Rent of office space or other real estate".)	
	4520
27. Depreciation and amortization (your own assets including capital lease obligations)	
	4555
28. Management fees paid to head office and other business support units	
29. All other operating expenses (e.g. contributions to provincial health and education payroll taxes, allowances for bad debts, write-offs, donations, and inventory adjustments)	4569
Exclude: interest expenses and report in section C, on lines 31 and 32.	
Please name major items:	
4561	
4562	
4563	
	4599
30. Total operating expenses	
	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 lines 30, 31 and 32)	

D - Employment

Please report the average number of paid employees during the reporting period.

	Number
1. 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. Exclude: independent contractors. (report on line 2)	6000
2. For Offices of Real Estate Brokers: Number of independent contractors acting as real estate agents on behalf of the brokerage office.	6070

E - Distribution of Operating Revenue by Type of Customer

Data on your revenue by type of customer 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 15) by type of client to whom the good or service was provided.

	%
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)	8110
4. Businesses	8140
5. Clients outside Canada (exports)	
Total	100%

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

8190

First Name	Last Name

Telephone number 8192
(include area code)

F - Total Sales and Transactions

This section is only for offices of real estate brokers.

Report the **value** of all real estate **listed by your office** that was sold during the reporting period. This includes properties which your office listed through a listing service or had an exclusive listing.

Exclude: the value of real estate in which your office acted as the selling agent only.

The value reported **should** be the full amount the buyer paid to purchase the real estate property.

Exclude: the transfer costs incurred by the buyer (e.g. legal fees, appraisal fees and land transfer taxes).

	New \$ CDN	Resale (include vacant land) \$ CDN	Total value \$ CDN
1. Residential	9210	9211	9215
2. Commercial	9220	9221	9225
3. Other non-residential	9230	9231	9235

Number of transactions		New Number	Resale (include vacant land) Number	Total transactions Number
Report the number of real estate sales transactions included in the question above:		9251	9252	9255
4. Residential		9261	9262	9265
5. Commercial		9271	9272	9275
6. Other non-residential				

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

2. 9950 Other, please specify:

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.