



Unified Enterprise Survey - Annual

1999 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.

This document is 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 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
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. 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 as well as by the private sector for industry performance measurement and market development.

Coverage


Please complete this questionnaire for the business unit described in the pre-printed area above. "Business unit" refers to the operation(s) described in the pre-printed area. Report only 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.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. However, if you wish to send the questionnaire(s) by facsimile, please consult the **Reporting Instructions** in this section. Thank you.

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

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



Reporting Period Information

REPORTING PERIOD

Please report information for your **12-month fiscal period** for which the **final day** occurs in 1999. However, if your fiscal year ends in January, February or March 2000, and you prefer to provide information for your most recent fiscal year, please do so. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹

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^{YYYY}

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^{MM}

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^{DD}

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 To ⁰⁰¹²

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^{YYYY}

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^{MM}

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^{DD}

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2. Did you operate this business unit for the **full year**?

- 0050 Yes → **If yes**, please go to the **Business Unit Organization and Joint Venture Activity Information** section.
- No → **If no**, please check the appropriate box(es) below.

0042 Seasonal operation (please provide the dates) **From** ⁰¹²⁰

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^{YYYY}

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^{MM}

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^{DD}

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To ⁰¹²¹

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^{YYYY}

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^{MM}

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^{DD}

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0032 New business (please provide the date) ⁰⁰⁴⁶

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0033 Change of fiscal year end (please provide the new end date) ⁰⁰⁵¹

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0034 Change of ownership (please provide the date) ⁰¹²⁵

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0035 Ceased operations (please provide the date) ⁰¹¹⁹

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0036 Temporarily closed (please specify the date and the reason) ⁰⁰⁴⁹

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⁰⁰³⁷

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0038 Other (please specify): ⁰⁰³⁹

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For information only

Business Unit Organization and Joint Venture Activity Information

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

- 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

2. Did this business unit participate in any joint venture(s) during the reporting 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 → **If yes**, please go to question 3. No → **If no**, please go to the **Main Business Activity** section.

3. Are detailed revenue and expenses for the business unit's share in the joint venture(s) included in this questionnaire?

- 0171 Yes No

Joint Venture Activity Information

4. Please provide the name of the joint venture.

0180

5. Is this joint venture:

- 0190 Incorporated? **If incorporated**, please go to question 6.
 Unincorporated? **If unincorporated**, please go to question 7.

6. Revenue Canada Business Number of joint venture (if incorporated)

0179

7. If it is an unincorporated joint venture, please provide the length of time of the joint venture.

From 0191

YYYY		MM		DD

 To 0192

YYYY		MM		DD

8. Venture partner(s) and their Revenue Canada Business Number(s) (if incorporated)

	Venture partners	Revenue Canada Business Number(s) (if incorporated)
9.	0181	0182
10.		
11.		

Note: If you participated in more than one joint venture or if more space is required, please enclose a separate page.

Main Business Activity

Please check the **main** activity at this business unit that most accurately describes the **principal** source of operating revenue. Please check **one** only.

1. 531210 0330 **Office of Real Estate Broker**

531210 0331 **Independent Real Estate Agent**

531210 0335 **Real Estate Auction Service**

531320 0332 **Office of Real Estate Appraisers**

531390 0334 **Other Activities Related to Real Estate**

Inclusions:

- real estate listing services;
- real estate consulting services.

Exclusions:

- real estate property rental;
- real estate property management.

2. 0040 **None of the above**

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

0041

Note: If you responded “None of the above”, please call **1 888 881-3666** 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. **Your responses are not shared with Revenue Canada.** More details on data-sharing are included in this package.

Reporting Instructions

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

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g., \$55,417.40 should be reported as \$55,417).
3. Percentages should be rounded (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please write clearly in ink.
5. 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*.

B - Revenue

- Please include:**
- all Canadian revenue entered as sales or transfers to other businesses or to other units within your business;
 - all revenue received from outside Canada by this business unit;
 - all revenue paid to independent real estate workers working for your business unit.

For example:

- commissions and fees paid to independent real estate agents and appraisers. Please report the amount(s) in this section at questions 1, "Commissions and fees from sales of new real estate"; 2, "Commissions and fees from resale of real estate", and 5, "Real estate appraisal services" as the case may be. Also, please combine and report the same amount(s) in **Section C - Expenses**, at question 5, "Commissions and fees paid to independent real estate workers".

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

Commissions and fees from real estate sales

Instructions apply only to questions 1 (Sales of new real estate) and 2 (Resale of real estate).

- Include :**
- the portion of commissions paid to real estate boards for listing services. Please also report this amount in **Section C - Expenses**, at question 6, "Real estate listing service charges";
 - the fees received from real estate auction sales.

- Exclude:**
- commissions paid to other real estate brokers.

If your data on commissions from sales are not broken down as they are below (NEW real estate and RESALE of real estate), please provide your best estimates.

	Residential \$ CDN	Non-residential \$ CDN	Total revenue \$ CDN
1. New real estate	1301	1304	1310
2. Resale of real estate (include vacant land)	1311	1314	1320

Other Commissions, Fees and Revenues

	Residential \$ CDN	Non-residential \$ CDN	Total revenue \$ CDN
3. Referral service	1325	1324	1328
4. Property management fees	1337	1334	1340
5. Real estate appraisal services	1361	1364	1370

Other Commissions, Fees and Revenues (continued)

\$ CDN

1391

6. Fees charged to real estate agents for office use, publicity and advertising

1395

7. Revenue from other real estate services
(e.g., commissions and fees for the rental and leasing of real estate owned by clients, real estate listing services, real estate consulting services)

Please name major item: 1394

2000

8. Sales of all other goods and services produced

Please name major items: 2001

2002

2003

2040

9. Franchise fee revenue

10. All other operating revenue

2077

Exclude interest income and dividends. Please report these amounts in this section at questions 12, "Interest income" and 13, "Dividends" below.

Please name major items: 2071

2072

2073

2080

11. Total operating revenue

2092

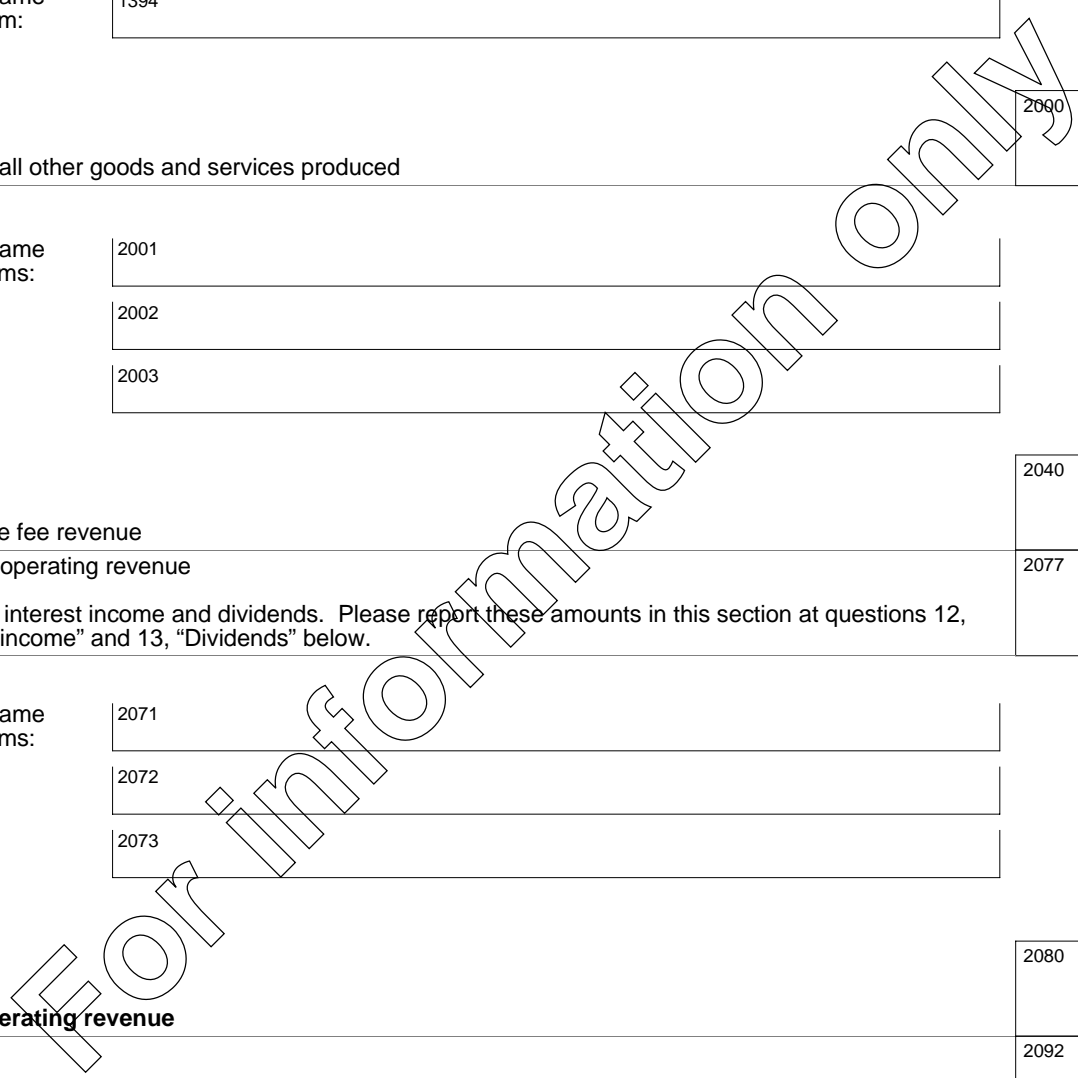
12. Interest income

2094

13. Dividends

2098

14. Total revenue (add amounts reported at questions 11, "Total operating revenue", 12, "Interest income" and 13, "Dividends" above)



C - Expenses

Please include:

- all expenses within or outside Canada recorded or received by this business unit.

Please exclude:

- income tax and the portion of federal or provincial sales taxes refunded by government;
- commissions paid to other real estate brokers.

Please only enter those expenses incurred by your office, including commissions and fees paid to independent real estate workers and for any contract work. However, this excludes the expenses of independent real estate workers working for your business unit.

Labour Compensation

	\$ CDN
<p>1. Wages and salaries of employees</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> Employees are defined as those workers for whom you completed a Revenue Canada T4 - Statement of Remuneration Paid form. Please report all wages and salaries (including taxable allowances as defined on the T4 - Statement of Remuneration Paid form) before deductions. </div> <p>Include:</p> <ul style="list-style-type: none"> those amounts deposited to accounts outside Canada. <p>Exclude:</p> <ul style="list-style-type: none"> the employer portion of employee benefits for salaries and wages. Please report this amount in this section at question 3, "Employer portion of employee benefits"; all payments to casual labour without a T4 - Statement of Remuneration Paid form. Please report these payments in this section at question 30, "All other operating expenses"; all commissions and fees paid to independent real estate workers. Please report these payments in this section at question 5, "Commissions and fees paid to independent real estate workers"; all payments and expenses associated with outside contract workers and employment agencies or personnel suppliers. Please report these payments on the appropriate line in this section. <p>For example:</p> <ul style="list-style-type: none"> the cost of a receptionist or filing clerk under direct contract to you. Please report these payments in this section at question 18, "Professional and business service fees"; the cost of maintenance or cleaning staff under direct contract to you. Please report these payments in this section at question 16, "Purchased maintenance and repair service expenses including janitorial and cleaning services". 	3010
2. Commissions paid to employees	4486
3. Employer portion of employee benefits	3040
<p>Include:</p> <ul style="list-style-type: none"> contributions to health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retiring allowances or lump sum payments to employees upon termination or retirement, etc. <p>Exclude:</p> <ul style="list-style-type: none"> contributions to provincial health and education payroll taxes applicable to this business unit. Please report these payments in this section at question 30, "All other operating expenses". 	
4. Total labour compensation (add amounts reported at questions 1, 2 and 3 above)	3041

Purchased Service Expenses

Please exclude services that you produce within this business unit.

	\$ CDN
	4481
5. Commissions and fees paid to independent real estate workers	4489
6. Real estate listing service charges	4490
7. Property management fees	4495
8. Other real estate services (e.g., real estate appraisal services)	4085
9. Postage and courier expenses Include local messenger and delivery expenses.	4101
10. Telephone and other telecommunications 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. 	4120
Rental and leasing expenses (questions 11 to 15)	4125
11. Rental of office space or other real estate	4130
12. Rental of motor vehicles (without driver)	4135
13. Rental of computers and peripherals	4135
14. Rental of other machinery and equipment (without operator)	4140
15. Rental of all other goods	4175
16. Purchased maintenance and repair service expenses including janitorial and cleaning services Include materials, parts and labour. Exclude property management fees.	3080
17. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	4225
18. Professional and business service fees	4325
19. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses. Please report these amounts in this section at question 32, "Other expenses".	4350
20. Insurance premiums (e.g., liability, auto, building, equipment)	4365
21. Advertising expenses	4366
22. Travel expenses Include passenger transportation, accommodation, meals while travelling and other travel allowances.	4367
23. Meals and entertainment expenses (e.g., performing arts events, sports events) Include purchases for clients.	

Purchased Service Expenses (continued)

	\$ CDN
24. Property and business taxes, licenses and permits Include : <ul style="list-style-type: none"> • property taxes (except those covered in your rental and leasing expenses); • property transfer taxes; • vehicle licence fees; • lot levies; • lease fees to governments (e.g., access to shoreline and stumpage fees). 	4410
25. Royalties and franchise fees	4440

Other Operating Expenses

	\$ CDN						
26. Office and all other operating supplies and materials used by this business unit Exclude capital expenditures.	4000						
27. Energy expenses (e.g., electricity, gasoline, fuel oil, diesel fuel, propane, natural gas) Exclude energy expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 11, "Rental of office space or other real estate".	4027						
28. Total depreciation and amortization (including this business unit's assets and capital lease obligations)	4520						
29. Management fees paid to head office and business support units	4555						
30. 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 question 32, "Other expenses".	4569						
Please name major items: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black;">4561</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">4562</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">4563</td> <td style="border: 1px solid black;"></td> </tr> </table>	4561		4562		4563		
4561							
4562							
4563							

Expense Totals

	\$ CDN
31. Total operating expenses (add amounts reported at questions 4 to 30 above)	4599
32. Other expenses (i.e., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)	4630
33. Total expenses (add amounts reported at questions 31 and 32 above)	4699

D - Paid Employees and Independent Real Estate Workers

Paid Employees

- Exclude:**
- contract employees (workers not listed on your payroll and hired for a specific project or a limited period);
 - independent real estate workers. Please report these workers in this section at question 4, "Number of independent real estate workers working for your business unit."

Please indicate the number of paid employees on your payroll for a typical pay period. Please break this number down into "Full-time employees" (question 1) and "Part-time employees" (question 2).

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

Independent Real Estate Workers

Please indicate the number of independent real estate workers working for your business unit.

	Number
4. Number of independent real estate workers working for your business unit (e.g., independent real estate agents and appraisers working for your broker's office or your appraiser's office)	6070

For information only

E - Distribution of Operating Revenue by Type of Client

Please indicate the percentage of "Total operating revenue" (reported in **Section B - Revenue**, at question 11), by type of client to whom the goods or services were delivered.

	%
Clients in Canada	8100
1. Individuals and households	8120
2. Public Institutions (e.g., hospitals, schools, universities)	8130
3. Government (e.g., federal, provincial, territorial and municipal administration)	8112
4. Financial businesses (e.g., financial intermediaries including banks, trust companies, financial crown corporations)	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)

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.

Please indicate the **value** and **number** of all real estate **listed by your office** and sold during the reporting period. This includes all real estate which your office listed through a listing service or had an exclusive listing. The value indicated **should** correspond to the total amount paid by the buyer to acquire the real estate.

Exclude:

- the value of real estate for which your office acted as the selling agent only;
- the transfer costs incurred by the buyer (e.g., legal fees, appraisal fees and land transfer taxes).

Example: you sold three (3) new houses listed by your office. The sale prices were \$100,000, \$200,000 and \$300,000, respectively, for a total of \$600,000. The sales commissions totalled \$30,000.

The questionnaire should be filled the following way:

- 1) the sales commissions (\$30,000) should be **entered in Section B - Revenue** at question 1, "New real estate" (residential - cell 1301).
- 2) the total value of real estate sold (\$600,000) should be **entered** in this section at question 1, "Value of new real estate" (residential - cell 9210).
- 3) the total number of transactions (3) should be **entered** in this section at question 4, "Number of new real estate transactions" (residential - cell 9251).

Value of Real Estate	\$ CDN	
	Residential	Non-residential
1. New real estate	9210	9222
2. Resale of real estate (include vacant land)	9211	9232
3. Total value	9215	9226

Number of transactions	Number	
	Residential	Non-residential
4. New real estate	9251	9263
5. Resale of real estate (include vacant land)	9252	9273
6. Total number of transactions	9255	9266

G - Events That May Have Affected Your Business Unit

1. Compared to **last fiscal year**, were there any events that may have significantly affected the reported values for this business unit?

- 9929 Yes → **If yes**, please go to question 2.
 No → **If no**, please go to **Section H - Comments**.

2. Please check the box(es) 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 or 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"/> Weather |
| 9944 <input type="radio"/> Change in supplier | 9945 <input type="radio"/> Change in product line |
| 9946 <input type="radio"/> Price changes, goods or services sold (output) | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9948 <input type="radio"/> Changes in industry regulation | 9949 <input type="radio"/> Changes in government taxes |
| | 9952 <input type="radio"/> Natural disaster |

3. 9950 Other (please specify):

H - Comments

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

2. Comments?

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

- 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)
- 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

Lost the return envelope?
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or
fax 1 888 883-7999.



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