



2000 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 nous appeler sans frais au numéro de téléphone suivant : 1 888 881-3666.

Information Only

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/Zip 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. For more information on survey purpose, please consult the enclosed letter.

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. The questionnaire(s) can also be faxed back to Statistics Canada at **1 888 883-7999**. Thank you.

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

If you prefer to report electronically, please go to www.statcan.ca/edr-ded

Name of the primary person completing this questionnaire:		0013	_____		
0026	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	0054	First name	_____	
			Last name	_____	
Title:		0014	_____		
E-mail address:		0018	_____		
Telephone number:	Extension:	Fax number:	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.

Coverage

Please complete this questionnaire for the business unit(s) described in the pre-printed area on the front page of this questionnaire. Report only for the operation(s) located in Canada.

Reporting Instructions

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

1. Please report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to the nearest whole dollar (e.g., \$55,417.40 should be reported as \$55,417).
3. All percentages reported should be rounded to the nearest whole percent (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please include all electronic commerce transactions.
5. Please write clearly in ink.
6. 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*.

Reporting Period Information

Reporting Period

Please report information for your **most recent available 12-month fiscal period** ending between January 1, 2000 and March 31, 2001. Please indicate below the period covered by this questionnaire.

	YYYY	MM	DD		YYYY	MM	DD
1. From	0011			To	0012		

2. Do the dates reported above represent a change in your fiscal year?

0059 Yes No

3. Were any of the operating units of this business unit temporarily or seasonally inactive during the reporting period?

0061 Yes No

4. Has this business unit acquired any operating units during the reporting period?

0064 Yes No

5. Has this business unit disposed of/sold any operating units during the reporting period?

0066 Yes No

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 Canada Customs and Revenue Agency (formerly Revenue Canada).** More details on data-sharing are included in this package.

Business Unit Organization

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

- 0024 1 Unincorporated sole proprietorship 2 Unincorporated partnership 3 Incorporated company 4 Co-operative
 5 Joint venture 6 Government business entity 7 Government 8 Non-profit organization

Sole Purpose of this Business Unit

1. Is the sole purpose of this business unit to provide services to your parent company, an affiliated company or a professional practice?

- 0029 Yes → **If yes**, please name the company or professional practice. No → **If no**, please go to the **Main Business Activity** section.

0030 _____

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. 531210 0330 **Office of Real Estate Broker**
- 531210 0331 **Independent Real Estate Agent (i.e. independent contractor)**
- 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.

B - Revenue

Please include:

- all Canadian revenue (including electronic commerce) recorded in your accounts for sales or transfers to other businesses and to other units of your business;
- all revenue (including electronic commerce) received from outside Canada by this business unit;
- all revenue paid to independent real estate workers working for your business unit. Also, report these amounts in **Section C - Expenses**, at question 5, "Commissions and fees paid to independent real estate workers working for your business unit".

Please exclude:

- federal or provincial sales taxes collected for remittance to a government agency.

		\$ CDN
		1366
1. Commissions and fees from real estate sales		
<p>Include:</p> <ul style="list-style-type: none"> • 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 services". • the fees received from real estate auction sales. <p>Exclude:</p> <ul style="list-style-type: none"> • commissions paid to other real estate brokers. 		
		1328
2. Referral service		
		1370
3. Real estate appraisal services		
		1391
4. Fees charged to real estate agents for office use, publicity and advertising		
		1367
5. Revenue from all 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, property management fees)		
		2040
6. Franchise fee revenue		
7. All other operating revenue		
<p>Exclude interest income and dividends. Please report these amounts in this section at question 9, "Non-operating revenue" below.</p>		
Please name major items:	2071	
	2072	
	2073	
		2080
8. Total operating revenue (add amounts reported at questions 1 to 7 above)		
		2097
9. Non-operating revenue (e.g., interest income, dividends)		
		2098
10. Total revenue (add amounts reported at questions 8, "Total operating revenue" and 9, "Non-operating revenue" above)		

C - Expenses

Please include: • all expenses (including electronic commerce) within or outside Canada recorded by this business unit.

Please exclude: • GST/HST, PST and TVQ (Quebec);
• commissions paid to other real estate brokers.

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

Labour Remuneration

	\$ CDN
1. Wages and salaries paid to employees for whom you issued a T4 - Statement of Remuneration Paid form (include vacation pay, bonuses). Exclude all commission and fees paid to independent real estate workers working for your business unit. Please report these payments in this section at question 5, "Commission and fees paid to independent real estate workers working for your business unit".	3010
2. Commissions paid to employees	4486
3. Employer portion of employee benefits paid for all employees for whom you issued a T4 - Statement of Remuneration Paid form, (include employer contributions to pension, medical/life insurance plans, employment insurance and workers' compensation).	3040
4. Total labour remuneration (add amounts reported at questions 1 and 3 above)	3041

Purchased Service Expenses

Please **exclude** services that you produce within this business unit.

	\$ CDN
5. Commissions and fees paid to independent real estate workers working for your business unit	4481
6. Real estate services (e.g., listing service charges, property management fees, real estate appraisal services, other real estate services)	4054
7. Postage and courier expenses Include local messenger and delivery expenses.	4085
8. Telephone and other telecommunication expenses Include: • 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.	4101
Rental and leasing expenses (questions 9 to 13)	4120
9. Rental of office space or other real estate	4125
10. Rental of motor vehicles (without driver)	4130
11. Rental of computers and peripherals	4135
12. Rental of other machinery and equipment (without operator)	4140
13. Rental of all other goods	4140

Purchased Service Expenses (continued)

	\$ CDN
14. Purchased maintenance and repair service expenses, including janitorial and cleaning services Include materials, parts and labour. Exclude property management fees.	4175
15. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services)	3080
16. Professional and business service fees	4225
17. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses. Please report these amounts in this section at question 30, "Other expenses".	4325
18. Insurance premiums (e.g., liability, auto, building, equipment) Exclude premiums paid directly to your Head Office, if applicable. Please report this amount in this section at question 27, "Management fees paid to head office and other business support units".	4350
19. Advertising expenses	4365
20. Travel expenses Include passenger transportation, accommodation, meals while travelling and other travel allowances.	4366
21. Meals and entertainment expenses (e.g., performing arts events, sports events) Include purchases for clients.	4367

Other Operating Expenses

	\$ CDN
22. Property and business taxes, licenses and permits expenses 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
23. Royalties and franchise fees	4440
24. Office and all other operating supplies and materials used by this business unit Exclude capital expenditures.	4000
25. Purchased 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 9, "Rental of office space or other real estate".	4027
26. Total depreciation and amortization (including this business unit's assets and capital lease obligations)	4520
27. Management fees paid to head office and other business support units (e.g., warehouses, sales centres, trucking facilities)	4555

Other Operating Expenses (continued)

		\$ CDN
<p>28. All other operating expenses (e.g., contributions to provincial health and education payroll taxes, allowances for bad debts, donations, and inventory adjustments)</p> <p>Exclude interest expenses. Please report these amounts in this section at question 30, "Other expenses".</p>		4569
<p>Please name major items:</p>	4561	
	4562	
	4563	

Expense Totals

		\$ CDN
<p>29. Total operating expenses (add amounts reported at questions 4 to 28 above)</p>		4599
<p>30. Other expenses (e.g., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)</p>		4630
<p>31. Total expenses (add amounts reported at questions 29 and 30 above)</p>		4699

For information only

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 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

E - Distribution of Operating Revenue by Type of Client

Please indicate the percentage of "Total operating revenue" (reported in **Section B - Revenue**, at question 8) 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%

F - Comments

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

9910

hours

2. Comments?

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

- events that may have caused significant changes in your reported values from the previous year
- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- clarity of questions (e.g., 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

FOR INFORMATION ONLY

Lost the return envelope?

Please telephone 1 888 881-3666 OR fax the questionnaire back to us at 1 888 883-7999
OR
mail your questionnaire to Statistics Canada, Operations and Integration Division,
120 Parkdale Ave., Ottawa, Ontario K1A 0T6



Thank you for your co-operation

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