



2003 Survey of Service Industries: Real Estate Brokers

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.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous téléphoner au **1 888 881-3666**.

If necessary, please correct pre-printed information below.

0001	Legal name	0004	Address (number and street)	
0002	Business name	0005	City	
0003	C/O	0006	Province 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="radio"/> English 2 <input type="radio"/> French	

A - General Information

Survey Purpose

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

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 information booklet for details of the agreements.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

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*.

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 figures are not available, please provide your best estimates.
- For further information about this survey and definitions, please consult the enclosed information booklet.

Return of Questionnaire

Please mail the completed questionnaire(s) in the enclosed envelope or fax it to Statistics Canada at 1 888 883-7999 within 30 days of receipt.

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

Please describe the nature of your business.

0055 _____

Please check the category below if it accurately describes the **principal** source of revenue for this business unit; otherwise check **Other activities**.

0330 Real estate broker or real estate brokerage firm

0040 Other activities

If you respond "**Other activities**", please make sure you complete the Main Business Activity section above, then complete page 5 and return the questionnaire.

For further information, please refer to the enclosed information booklet.

C - Reporting Period Information

Please report for your **fiscal year** (normal business year) ending between April 1, 2003 and March 31, 2004. Please indicate below the period covered by this questionnaire.

0011 Year Month Day 0012 Year Month Day
1. **From** _____ **To** _____

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

0031 1 Seasonal Operation 2 New Business 3 Change of Fiscal Year 4 Change of Ownership 5 Ceased Operations 6 Temporarily Inactive

3. Please indicate below any change that may have occurred in the organization of this business unit during this fiscal year:

0047 1 Acquired New Business Units 2 Disposed of/Sold Business Units

If you have had any other changes in your business within the year, please describe these changes in the Comments section at the end of the questionnaire.

For further information, please refer to the enclosed information booklet.

D - Revenue

\$ CDN

1. Commissions and fees earned from real estate sales (include in trust amounts)	1366
2. Revenue received from independent real estate sales persons (e.g., desk fees, publicity and advertising)	1237
3. Revenue from rental or leasing of property directly owned by the business unit(s)	1238
4. Commissions and fees earned from the rental or leasing of client owned property	1239
5. Franchise fees revenue	2040
6. Other revenue. (Please provide details below): (sum of 1229 to 1231)	1236
1229	
1230	
1231	
7. Total operating revenue (sum of 1 to 6)	2080
8. Investment and other income (e.g., interest and dividend income, capital gains)	2097
9. Total revenue (sum of 7 and 8)	2098

E - Workforce

Paid employees are those for whom a **T4 - Statement of Remuneration** was issued.

	Number of employees	
1. Paid full-time employees	6310	
2. Paid part-time employees	6311	
3. Total number of paid employees (sum of 1 and 2)		6312
		Number of independents
4. Independent real estate sales persons		6070

For further information, please refer to the enclosed information booklet.

F- Expenses

Please **exclude** income tax from your expenses.

	\$ CDN	
1. Salaries and wages paid to employees; management fees; bonuses	3010	
2. Employer portion of employee benefits	3040	\$ CDN
3. Total labour remuneration (sum of 1 and 2)		3041
4. Commissions and fees paid to independent real estate sales persons		4481
5. Commissions and fees paid to other real estate brokers		4081
6. Real estate services (e.g., franchise fees)		4054
7. Legal, accounting and auditing fees		4230
8. Other professional, business or financial services		4275
9. Leasing or rental of office space or other real estate		4120
10. All other leasing or rental expenses (include vehicles and computers)		4140
11. Maintenance and repair services		4175
12. Advertising and promotion		4365
13. Travel, meal and hospitality expenses		4370
14. Insurance premiums		4350
15. Property, transfer and business taxes, lot levies, licences and permits		4410
16. Utility expenses not included in rental or leasing agreements (e.g., hydro, heat, water)		4042
17. Computer and technology expenses (e.g., Internet access charges, softwares)		4356
18. Communication expenses		4101
19. Office expenses and supplies		4000
20. Depreciation and amortization		4520
21. Interest on loans		4630
22. All other expenses. (Please provide details below): (sum of 4531 to 4533)		4527
4531		
4532		
4533		
23. Total expenses (sum of 3 to 22)		4699

G - Certification

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

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

H - Comments

We invite your comments below. If necessary, please attach a separate page. Please be assured that we review all comments with the intent to improve the survey.

9920

9913

9914

9915

9916

Thank you for completing this questionnaire. Please retain a copy for your records.

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

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