



Unified Enterprise Survey – Annual

# 2007 Survey of Service Industries: Real Estate Rental and Leasing and Property Management

**This document is confidential when completed.**

Si vous préférez recevoir ce questionnaire en français,  
veuillez nous appeler au numéro sans frais suivant :

**1-888-881-3666.**

If necessary, please make address label corrections in the boxes below.



0001	Legal name		0004	Address (number and street)	
0002	Business name		0005	City	
0021	Title of contact		0006	Province/ territory 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="checkbox"/> English      2 <input type="checkbox"/> French

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.

**COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

## A - Introduction

### Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. For more information on this survey, please access [www.statcan.ca/english/survey/index.htm](http://www.statcan.ca/english/survey/index.htm).

### 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 reporting guide for details of these agreements.

### Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Please see the enclosed reporting guide for more information.

### Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during 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*.

**Please return the questionnaire within 30 days.**

**Please mail the completed questionnaire in the enclosed envelope or  
fax it to Statistics Canada at 1-888-883-7999.**

Lost the return envelope or need help? Call us at **1-888-881-3666** or mail to:  
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at [www.statcan.ca](http://www.statcan.ca)



## B - Main business activity

1. Please describe the nature of your business.

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2. Please check the **one main activity** which most accurately represents your **main** source of revenue.

- 0230  Lessors of residential buildings (apartments, houses, etc.)
- 0233  Lessors of non-residential buildings (office buildings, shopping malls, etc.)
- 0234  Lessors - self storage mini warehouses
- 0235  Lessors - other real estate property (mobile home parks, land, etc.)
- 0240  Property managers (residential and non-residential)

### Exclusions from the survey:

- 0232  Social housing (if rental income exceeds 80% of revenue)
- 0243  Condo association
- 0040  None of the above — Please call **1-888-881-3666** for further instructions.

**If you checked any of these exclusions, please return the questionnaire (see cover for mailing details)**

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## C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2007 and March 31, 2008. Please indicate below the period covered by this questionnaire.

from <sup>0011</sup>  <sup>yyyy</sup>  <sup>mm</sup>  <sup>dd</sup>  to <sup>0012</sup>  <sup>yyyy</sup>  <sup>mm</sup>  <sup>dd</sup>

2. If the reporting period does not cover a **full year**, please check the reason(s) below:

- 0031 <sup>1</sup>  seasonal operations    <sup>2</sup>  new business    <sup>3</sup>  change of fiscal year    <sup>4</sup>  change of ownership    <sup>5</sup>  ceased operations    <sup>6</sup>  temporarily inactive

## Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed reporting guide for further information.

## D and E - Not applicable

## F - Industry characteristics

Please provide a breakdown of your income.

		1150	<b>CAN\$</b>
1. Rental income - residential properties			
Please provide a percentage breakdown of your residential rental income:		<b>%</b>	
a)	rental of residential space in houses (e.g. singles, town houses, row houses, doubles)	1151	
b)	rental of residential space in apartments, (e.g. apartments, duplexes, triplexes)	1152	
c)	rental of land for residential use (e.g. for trailer parks and mobile home parks)	1153	
d)	other rental of residential space (e.g. mobile homes, motor homes, houseboats, rooms in boarding houses and dormitories when used as a principal residence)	1154	
		<b>CAN\$</b>	
		1228	
2. Rental income - non-residential properties			
Please provide a percentage breakdown of your non-residential income:		<b>%</b>	
a)	rental of office and professional space	1155	
b)	rental of commercial space (e.g. stores, restaurants, cinemas, banks, beauty salons, concession space at entertainment or sports venues)	1156	
c)	rental of industrial space (e.g. for manufacturing, storage, distribution; <b>include</b> research parks; <b>exclude</b> mini-warehouse and self storage)	1157	
d)	rental of land for non-residential use (e.g. for commercial or industrial use; <b>include</b> agricultural land, inland surface waters for recreational use)	1158	
e)	other rentals of non-residential space (for banquets, parties, and social events, business conventions, theatres, sports venues, auditoriums, stadiums etc.)	1159	
		<b>CAN\$</b>	
		1210	
3. Rental Income - mini-warehouses and self-storage units			
		1336	
4. Property management services			
Please provide a percentage breakdown of your property management services:		<b>%</b>	
a)	residential building	1149	
b)	non-residential building	1161	
c)	land	1162	
		<b>CAN\$</b>	
		2028	
5. Revenue from goods purchased for resale as is (drink, food, games)			
6.	Other related sales (please specify):	2559	2558
		2305	
7. <b>Total sales</b> (sum of questions 1 to 6)			
		<b>%</b>	
8.	Percentage of total revenue from real estate investment trust	2698	

## F - Industry characteristics (continued)

### Selected expenditure information

Please report in Canadian dollars.

		CAN\$
9. Property management fees paid	3202	
10. Real estate commissions paid	3212	
11. Value of inducements to tenants	3222	
12. Transfer taxes and lot levies paid	4426	
13. Property taxes paid	1127	
14. Mortgage interest paid	4620	

### Property information

	Residential		Non-residential	
	number		number	
15. Number of buildings owned and/or managed at year end	5016		5017	
16. Number of rental units owned and/or managed at year end	5018		5019	
17. Square feet rented or leased (non-residential only)			5023	

### Renovations and alterations

Report the total value of investment or capital expenditures which comprises additions, renovations or alterations, replacement and new installations of equipment.

	Residential		Non-residential		Total	
	CAN\$		CAN\$		CAN\$	
18. Total capital expenditures	9323	+	9324	=	9326	

### Waste management

19. a) Do you pay a contractor or a municipality to collect some or all of your solid or liquid waste and/or recyclable materials?

5800 1  yes 3  no, go to **section G**

CAN\$

b) How much do you pay for waste management and/or recycling expenses?

5801

c) How are these services paid for?

5805 Flat fee contract:

- 1  weekly  
 2  monthly  
 3  annual

5806 Per unit (e.g., bin, cubic metre, tonne) contract based on:

- 1  volume of waste collected  
 2  weight of waste collected

## G - Personnel

1. Number of partners and proprietors, <b>non-salaried</b> (if salaried, report at question 2 below)	6321	<b>number</b>
2. Paid employees		
a) average number of paid employees during the reporting period (see reporting guide)	6339	
b) percentage of paid employees (from question 2a) who worked <b>full time</b>	6328	<b>%</b>
3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)	6320	<b>number</b>
4. Number of volunteers during the reporting period (estimates are acceptable)	6014	
5. Number of hours worked by all volunteers during the reporting period (estimates are acceptable)	6026	<b>number of hours</b>

H, I, J and K - Not applicable

FOR  
INFORMATION  
ONLY

## L - Contact information

Name of person to contact about this questionnaire:

0026 1  Mr.      2  Mrs.      3  Miss      4  Ms

0054	Last name	0017	Telephone number
0013	First name	0027	Extension number
0014	Title	0016	Fax number
0018	E-mail address	0020	Website address

Date completed:      yyyy      mm      dd  
0015            

How long did you spend collecting the data and completing the questionnaire?      9910  hour(s)      9909  minutes

## M - Comments

We invite your comments below. Please be assured that we review all comments with the intent to improve the survey.

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

Visit our website at [www.statcan.ca](http://www.statcan.ca)