



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.

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



B - Main business activity

1. Please describe the nature of your business.

0055

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.

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

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.

	yyyy	mm	dd		yyyy	mm	dd
from	0011			to	0012		

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

0031 <input type="checkbox"/> 1 seasonal operations	2 <input type="checkbox"/> new business	3 <input type="checkbox"/> change of fiscal year	4 <input type="checkbox"/> change of ownership	5 <input type="checkbox"/> ceased operations	6 <input type="checkbox"/> temporarily inactive
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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 - Revenue

A detailed breakdown may be requested in other sections.

		CAN\$
1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances.	2299	
2. Grants, subsidies, donations and fundraising	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify): 2001	2077	
6. Total revenue (sum of questions 1 to 5)	2098	

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E - Expenses

		CAN\$
1.	Salaries and wages of employees who have been issued a T4 statement	3010
2.	Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.)	3040
3.	Commissions paid to non-employees	4466
4.	Professional and business services fees (e.g., legal, accounting)	4315
5.	Subcontract expenses (include contract labour, contract work and custom work)	3060
6.	Charges for services provided by your head office	4555
7.	Cost of goods sold, if applicable (purchases plus opening inventory minus closing inventory)	5721
8.	Office supplies	3301
9.	Rental and leasing (include rental of premises, equipment, motor vehicles, etc.)	4115
10.	Repair and maintenance (e.g., property, equipment, vehicles)	4178
11.	Insurance (include professional liability, motor vehicles, etc.)	4350
12.	Advertising, marketing and promotions (report charitable donations at question 22)	4365
13.	Travel, meals and entertainment	4370
14.	Utilities and telecommunications expenses (include gas, heating, hydro, water, telephone and Internet expenses)	4066
15.	Property and business taxes, licences and permits	4410
16.	Royalties, rights, licensing and franchise fees	4440
17.	Delivery, warehousing, postage and courier	4179
18.	Financial services fees	4325
19.	Interest expenses	4630
20.	Amortization and depreciation of tangible and intangible assets	4520
21.	Bad debts	4542
22.	All other expenses (please specify):	4569
	4531	
23.	Total expenses (sum of questions 1 to 22)	4699
24.	Corporate taxes, if applicable	4600
25.	Gains (losses) and other items (see reporting guide)	4601
26.	Net profit/loss after tax and other items (see reporting guide)	2304

F - Industry characteristics

Please provide a breakdown of your income.

		1150	CAN\$
1. Rental income - residential properties			
Please provide a percentage breakdown of your residential rental income:		%	
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	
		CAN\$	
		1228	
2. Rental income - non-residential properties			
Please provide a percentage breakdown of your non-residential income:		%	
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; include research parks; exclude mini-warehouse and self storage)	1157	
d)	rental of land for non-residential use (e.g. for commercial or industrial use; include 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	
		CAN\$	
		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:		%	
a)	residential building	1149	
b)	non-residential building	1161	
c)	land	1162	
		CAN\$	
		2028	
5. Revenue from goods purchased for resale as is (drink, food, games)			
6.	Other related sales (please specify):	2559	2558
		2305	
7. Total sales (sum of questions 1 to 6)			
		%	
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, non-salaried (if salaried, report at question 2 below)	6321	number
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 full time	6328	%
3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)	6320	number
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	number of hours

H, I and J - Not applicable

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K - Provincial/territorial distribution

1. Please report the number of business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which accounting records are maintained for such details as revenue, expenses and employment.
- 5001
2. Do you have business units/locations in more than **one** province or territory?
- 9966 1 **yes, go to question 3**
- 3 **no, go to section L**
3. Please report the following data for the provinces or territories in which you have business units, indicating if you are reporting in Canadian dollars **or** percentages.

9967 1 \$ **or** 2 %

	Number of business units (locations)	Total revenue	Salaries, wages and employee benefits	Amortization and depreciation of tangible and intangible assets	Total expenses
1. Newfoundland and Labrador	5002	4824	4826	4827	4927
2. Prince Edward Island	5003	4829	4831	4832	4932
3. Nova Scotia	5004	4834	4836	4837	4937
4. New Brunswick	5005	4839	4841	4842	4942
5. Quebec	5006	4844	4846	4847	4947
6. Ontario	5007	4849	4851	4852	4952
7. Manitoba	5008	4854	4856	4857	4957
8. Saskatchewan	5009	4859	4861	4862	4962
9. Alberta	5010	4864	4866	4867	4967
10. British Columbia	5011	4869	4871	4872	4972
11. Yukon	5014	4874	4876	4877	4977
12. Northwest Territories	5013	4879	4881	4882	4982
13. Nunavut	5012	4884	4886	4887	4987
14. Total	5015	4889	4891	4892	4992

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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9920 _____

9913 _____

9914 _____

9915 _____

9916 _____

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

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