



Unified Enterprise Survey - Annual

1998 Survey of the Real Estate Rental & Leasing and Property Management 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

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 label information if necessary using the corresponding boxes below:

0001	Legal Name	
0002	Business Name	
0003	C/O	
0004	No. & Street	
0005	City	
0006	Province	Postal code
0008	Contact Name	
0010	Language preference: <input type="radio"/> English <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 and by the private sector for industry performance measurement and market development.

Coverage:

Please complete this questionnaire for the operation(s) and location(s) described on the address label above. You should only report 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.

Returning your questionnaire:

Please complete and return within 30 days of receipt. Please send the completed questionnaire(s) in the enclosed envelope or, if you wish to send the questionnaire by facsimile, please see **Reporting Instructions**, in **section A**, for further details. Thank you.

Do you need another questionnaire?

Do you have any questions?

Please refer to the following telephone number (1-888-881-3666).

Name of person completing this questionnaire: (please print)			
0026	0013		
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Miss	<input type="radio"/> Ms.
First Name		Last Name	
Title			
0014			
Telephone #	Ext.	Fax #	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.			

Thank you for your co-operation.



Reporting Period Information

"Business Unit" refers to the operation(s) and/or location(s) described on the address label.

Reporting Period:

Please report information for your **12 month fiscal period** for which the **FINAL DAY** occurs on or between January 1, 1998 and December 31, 1998. For example, if your fiscal period ends March 31, please report for the period April 1, 1997 to March 31, 1998.

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

2. If you **DID NOT** operate this business unit for the **full year**, please check the appropriate box(es) below:

0042 Seasonal operation

0032 New business

0033 Change of fiscal year end

0034 Change of ownership

0035 Ceased operations

0036 Temporarily closed (Please specify reason):

0037

3. 0038 Other (Please specify):

0039

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. Lessors of Residential Buildings and Dwellings:

531111 ⁰²³⁰ **Lessors of Residential Buildings and Dwellings, for profit**

- primarily engaged in renting and leasing residential buildings and dwellings, except social housing projects. These establishments may operate (lease, administer and maintain) their properties on own account, or they may subcontract the operation to a third party, and they may provide additional services, such as security, maintenance, parking, and snow and trash removal.

Examples: Apartment buildings, operators of Cottages rental. Residential hotels, operators of

0231 **Lessors of Housing Co-operatives**

531112 ⁰²³² **Lessors of Social Housing Projects**

- primarily engaged in renting and leasing residential buildings and dwellings provided to low-income earners. These establishments are typically operated or funded by non-profit government entities, but they may also be operated by private, non-profit housing corporations.

Exclusion(s): Business units primarily engaged in operating short stay emergency housing facilities (Community Housing Services).

Lessors of Non-Residential Buildings:

531120 ⁰²³³ **Lessors of Non-Residential Buildings (except Mini-Warehouses)**

(e.g. operators of commercial, office and mixed use buildings)

- primarily engaged in owning, or owning and operating, non-residential buildings. These establishments may operate (lease, administer and maintain) their properties on own account, or they may subcontract the operation to a third party, and they may provide additional services, such as security, maintenance, parking, and snow and trash removal.

Examples: Commercial and industrial buildings, operators of Auditorium rental Stadium operating
Flea market space renting Convention facilities, rental only
Concert hall operation and real estate operation. Shopping centres, property operation only

Reporting Instructions

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g. \$8,555,417.40 should be reported as \$8,555,417).
3. Percentages should be rounded (e.g. 37.3% to 37%, 75.8% to 76%).
4. Your best estimates are acceptable when precise figures are not available.
5. Please print clearly.
6. This survey questionnaire can be sent back to Statistics Canada using facsimile communications. If you are reporting by facsimile, please refer to the following fax number (1-888-883-7999).

Statistics Canada advises you that there could be a risk of disclosure during the facsimile communication process. 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:**
- revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business.
 - all foreign revenue recorded by this business unit.
- exclude:**
- federal or provincial **sales taxes** collected for remittance to a government agency.

1. Are tenant recoveries and inducements **included**? 1143 **Yes** **No**

2. **Unit of measure** 1142 Sq. feet m²

Gross revenue from rental and leasing of properties owned or leased by your firm:

3. **Residential**

Non-residential:

4. Shopping centres, plazas, malls, stores

5. Office buildings

6. Industrial space (factories, warehouses)

7. Recreational space (indoor and outdoor)

8. Convention space (hotels, motels, convention centres)

9. Other non-residential (e.g. self storage warehouses, etc)

Please **specify:** 1211

10. **Total non-residential**

	Total area	\$ CDN
	1145	1150
	1155	1160
	1165	1170
	1175	1180
	1185	1190
	1195	1200
	1205	1210
	1215	1220

B - Revenue (continued)

	Total area	\$ CDN
		1221
11. Other real estate property (e.g. mobile home parks, land, etc.)		
Gross revenue from property management fees:	1345	1337
12. Residential		
	1355	1360
13. Non-residential		
	1365	
14. Total area rented, leased or managed (Report the <u>SUM</u> of residential, non-residential and managed area.)		
15. Revenue from sales of other goods and services (e.g. laundry facilities, etc.)		2000
Please specify: 2001		
		2045
16. Repair and maintenance revenue		
		2060
17. Commission revenue (Remuneration as an agent or middleman for providing the service to the vendor or purchaser of bringing together the two parties to a transaction.)		
		2068
18. Operating subsidies (Government assistance to offset certain eligible current expenses or to supplement current revenues.)		
		2077
19. All other operating revenue Exclude: interest income and dividends and report in section B, on lines 21 and 22.		
Please name major items: 2071		
2072		
2073		
		2080
20. Total operating revenue		
		2092
21. Interest income		
		2094
22. Dividends		
		2098
23. Total revenue (add lines 20, 21 and 22 above)		

C - Expenses

Please: include all foreign expenses recorded by this business unit.

exclude income tax and the portion of federal or provincial **sales taxes** refunded by government.

\$ CDN

3010

1. Wages and Salaries of Employees

- Please report wages and salaries of your employees **before deductions**.
- Employees are defined as those workers for whom you completed a Revenue Canada **T4 Supplementary Form**.
- Include those amounts deposited to **foreign accounts**.

Wages and salaries, for example, **include:**

- Vacation pay
- Directors' fees
- Bonuses (including profit sharing)
- Commissions
- Gratuities
- Taxable allowances (e.g. room and board, gifts such as air tickets for holidays, etc.)
- Retroactive wage payments

Exclude:

1. All payments and expenses associated with outside contract workers. (Please report these payments on the appropriate line of the "Purchased Service Expenses" sub-section, in Section C.)
For example:
 - the cost of sweeping and snow removal services under direct contract to you should be reported on line 17 "Purchased janitorial and cleaning services"
2. Commissions paid to self-employed independent agents. (This information is reported on a T4A supplementary Form.) (Please report these payments in section C, on line 4, Real estate commissions paid to others.)
3. Payments to employment agency or personnel supplier (e.g. pay for temporary workers through an agency and/or charges for personnel search services). (Please report these payments the "Purchased Service Expenses" sub-section, in section C, on line 18, Payments to employment agency or personnel supplier.)
4. Payments to casual labour without a T4 Supplementary Form. (Please report these payments in section C, on line 33, All other operating expenses).

\$ CDN

3040

2. Employer portion of employee benefits

Include payments for:

- Employee life and extended health care insurance plans (e.g. medical, dental, drug and vision care plans)
- CPP/QPP contributions
- Employer pension contributions
- Workers' compensation (provincial plan applicable to this business unit)
- Employment Insurance Premiums (E.I.)
- Retiring allowances or lump sum payments to employees at time of termination or retirement
- All other employee benefits such as childcare and supplementary unemployment benefit (SUB) plans.

Exclude: contributions to provincial health and education payroll taxes (applicable to this business unit). Please report these payments in Section C, on line 33, "All other operating expenses".

	Residential \$ CDN	Non-residential \$ CDN	Total \$ CDN
3. Real estate property management fees paid to others	3200	3201	3202
4. Real estate commissions paid to others	3210	3211	3212
5. Inducements to tenants (e.g. leasehold improvements, interest on loans, free rent, paid moving expenses)	3220	3221	3222

Energy and Water

	Residential \$ CDN	Non-residential \$ CDN	Total \$ CDN
6. Water	4063	4064	4065
Energy:	4028	4029	4030
7. Electricity	4043	4044	4045
8. Total Natural gas			4060
9. All other energy types (e.g. fuel oil, other liquefied gases)			

Please name major items:

4057	
4067	
4068	

Other Operating Expenses

<p>10. Office supplies</p> <p>Include: paper; photocopier; printer and fax machine supplies; diskettes; writing utensils and other office supplies, etc. Also, if not capitalized, include computers, computer software and office furniture.</p> <p>Exclude: postage and courier expenses, and telephone and other telecommunications expenses. (Please report these payments in section C, on line 33, "All other operating expenses".)</p> <p>Exclude: capital expenditures.</p>	3301
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Purchased Service Expenses

Include: only expenses for services purchased from another business or from a separate unit of your business.

Exclude: services that you produce within this business unit.

\$ CDN

	4070
11. Goods transportation, warehousing and storage expenses	
Rental and leasing expenses:	4120
12. Rent of office space or other real estate	4125
13. Motor vehicles (without driver)	4135
14. Other machinery and equipment (without operator)	4140
15. Other goods	4185
16. Purchased maintenance and repair expenses of buildings and structures or Allocation to Replacement Reserve Fund Include: materials, parts and labour. Exclude: property management fees.	4200
17. Purchased janitorial and cleaning service expenses, including sweeping and snow removal services Include: materials, parts and labour. Exclude: property management fees.	3080
18. Payment (s) to employment agency or personnel supplier (e.g. pay for temporary workers paid through an agency and/or charges for personnel search services)	4230
19. Legal, accounting and auditing fees	4245
20. Architectural, engineering, scientific and technical service fees Include: land surveying, interior design and drafting.	4270
21. Consulting fees	4325
22. Financial service fees (e.g. bank charges, etc.) Exclude: interest expenses. (report on lines 35 and 36)	4350
23. Insurance premiums (liability, auto, building, equipment, etc.)	4365
24. Advertising expenses	4370
25. Travel, meals and entertainment Include: purchases for clients.	4460
26. Cable and satellite television	

Purchased Service Expenses (continued)

	\$ CDN
	4427
27. Property taxes	4430
28. Provincial capital taxes	4435
29. Other business taxes, licenses and permits Include: <ul style="list-style-type: none"> • Property transfer taxes • Vehicle license fees • Lot levies Exclude: <ul style="list-style-type: none"> • income tax. 	4500
30. All other purchased services Please specify: <input style="width: 150px;" type="text" value="4501"/>	

Other Expenses

	\$ CDN
	4520
31. Depreciation and amortization (your own assets including capital lease obligations)	4555
32. Management fees paid to head office and other business support units	4569
33. All other operating expenses (e.g. contributions to provincial health and education payroll taxes, allowances for bad debts, write-offs, donations, and inventory adjustments) Exclude: interest expenses and report in section C, on lines 35 and 36. Please name major items: <input style="width: 150px;" type="text" value="4561"/> <input style="width: 150px;" type="text" value="4562"/> <input style="width: 150px;" type="text" value="4563"/>	4599
34. Total operating expenses	4610
35. Interest expenses on capital lease obligations	4620
36. All other miscellaneous interest expenses (e.g. interest on loans and interest portion of mortgage payments)	4699
37. Total expenses (add lines 34, 35 and 36 above)	

D - Employment

	Number
Please report the average number of people employed during the reporting period. Include: full-time, part-time and temporary employees and employees absent with pay. Do not include: contract workers who are not part of your payroll.	6000

E - Distribution of Operating Revenue by Type of Client

Data on your revenue by type of client will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer, and we welcome your comments on how to improve it.

Please indicate the percentage of "Total operating revenue" (reported in section B, on line 20) by type of client to whom the good or service was delivered.

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

8190 _____
 First Name _____ Last Name _____

Telephone number 8192
 (include area code)

F - Residential Real Estate Rental and Leasing

Section F is to be filled out only if your firm earns revenue from the renting and leasing of **residential** real estate.

	Number
1. What is the total number of residential units owned during the reporting period?	9299
<p>Please report the total value of capital expenditures made on the 4 categories of expenditures below during the reported period.</p> <p>Include: the cost of materials, own account work, and contracted work.</p>	
2. Was any major construction work in the form of ADDITIONS done on the property during 1998?	9291
<p>Examples of what to include: Structural extensions (rooms/decks) Fences, driveways Parking lots</p>	
3. Were there any expenditures for RENOVATIONS or alterations?	9292
<p>Examples of what to include: Remodeling rooms Adding or replacing doors</p>	

F - Residential Real Estate Rental and Leasing (continued)

	\$ CDN
<p>4. Were there any expenditures for the REPLACEMENT of existing equipment?</p> <p>Examples of what to include: Plumbing fixtures Built-in appliances Carpeting</p>	9293
<p>5. Were there any expenditures for NEW installations of equipment that did not previously exist on the property?</p> <p>Examples of what to include: Plumbing fixtures Built-in appliances Carpeting</p>	9294

G - Events that may have affected your business unit

Compared to last fiscal year, was there any event(s) that may have caused significant differences in reported values of your business unit during this reporting period?

1. If **yes**, please check the boxes that best reflect this change.

- 9930 Longer scheduled work week
- 9931 Shorter scheduled work week
- 9932 Increase in business
- 9933 Decrease in business
- 9934 More overtime
- 9935 Less overtime
- 9936 Foreign exchange
- 9937 Merger/Acquisition
- 9938 Layoffs
- 9939 Increase in hiring
- 9940 Temporary shutdown
- 9941 Permanent shutdown
- 9942 Strike
- 9943 Adverse weather or natural disaster
- 9944 Change in supplier
- 9945 Change in product line
- 9946 Price changes, goods and/or services sold (output)
- 9947 Price changes, labour and/or raw materials (input)
- 9948 Changes in industry regulation
- 9949 Changes in government taxes (duty levies - dumping duties from offshore companies)

2. 9950 Other, please specify:

9951

