



Unified Enterprise Survey – Annual

2006 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 téléphoner 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 S19.*

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 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*.

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.

FOR
INFORMATION
ONLY

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, 2006 and March 31, 2007. Please indicate below the period covered by this questionnaire.

	YYYY	MM	DD		YYYY	MM	DD
From	0011			To	0012		

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

0031 1 Seasonal operations 2 New business 3 Change of fiscal year 4 Change of ownership 5 Ceased operations 6 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 only. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the enclosed Reporting Guide for further information.

D - Revenue

		CAN\$
1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances. A detailed breakdown will be requested in Section F .	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	

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 service fees (e.g., legal, accounting)	4315
5.	Outsourcing (include work contracted out such as payments to freelancers, personnel suppliers, artists, etc.)	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 (include gas, heating, hydro, water)	4066
15.	Telephone, Internet and other telecommunication expenses	4101
16.	Property and business taxes, licences and permits	4410
17.	Royalties, rights, licensing and franchise fees	4440
18.	Delivery, warehousing, postage and courier	4179
19.	Financial services fees (e.g., bank and credit card charges)	4325
20.	Interest expenses	4630
21.	Amortization and depreciation of tangible and intangible assets	4520
22.	Charitable donations	4521
23.	Bad debts	4542
24.	All other expenses (please specify):	4569
25.	Total expenses (sum of questions 1 to 24)	4699
26.	Corporate taxes (if applicable)	4600
27.	Gains (losses) and other items (see Reporting Guide)	4601
28.	Net profit/loss after tax and other items (see Reporting Guide)	2304

F - Industry Characteristics - Real Estate Rental and Leasing and Property Management

Please provide a breakdown of your sales.

Please indicate if you are reporting in **either** Canadian dollars **or** percentages.

9973 ¹ \$ **OR** ² %

1. Rental income – residential properties (apartments, houses, etc.)	1150	
2. Rental income – non-residential properties (office buildings, shopping malls, etc.)	1228	
3. Rental income – self storage mini-warehouses	1210	
4. Rental income – other real estate property (mobile home parks, land, etc.)	1221	
5. Property management fees	1336	
6. Revenue from goods purchased for resale as is (drinks, food, games, etc.)	2028	
7. Other sales (please specify): ²⁵⁵⁹	2558	
8. Total sales (sum of questions 1 to 7)	2305	
		%
9. Percentage of total revenue from real estate investment trust	2698	

Selected expenditure information

Please report in Canadian dollars.

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

Property information		Residential	Non-residential
		Number	Number
16. Number of buildings owned and/or managed at year end	5016		5017
17. Number of rental units owned and/or managed at year end	5018		5019
18. 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.

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

F - Industry Characteristics - Real Estate Rental and Leasing and Property Management (continued)

Waste management

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

5800 1 Yes 3 No – If "No", please go to Section G.

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

5801

CAN\$

- 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 **non-salaried** partners and proprietors (if salaried, report only at question 2 below)

6321

Number

2. a) Number of paid employees (based on year-end T4 payroll summaries)

6339

- b) Percentage of paid employees who worked **full time**

6328

%

3. Number of contract workers (for whom you did not issue a T4, such as freelancers and casual workers)

6320

Number

4. Number of volunteers (including unpaid interns and co-op students) during the reporting period (estimates are acceptable)

6014

5. Total number of hours worked by volunteers during the reporting period (estimates are acceptable)

6026

Number of hours

H - I - J - Not applicable

K - Provincial/Territorial Distribution

Number

5001

1. Please report the number of permanent business units/locations operating in Canada during the reporting period. Business unit is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

2. Do you have permanent business units/locations in more than **one** province or territory?

⁹⁹⁶⁶ 1 Yes – Please complete question 3

3 No – Please go to Section L

3. Please report the following data for the provinces or territories in which you have business units.

Please indicate if you are reporting in **either** 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

0015

Date completed

YYYY

MM

DD

Name of person to contact about this questionnaire:

0026

1

 Mr.

2

 Mrs.

3

 Miss

4

 Ms

First name

0013

Last name

0054

Title

0014

E-mail
address

0018

Website
address

0020

Telephone
number

0017

()

Extension
number

0027

Fax
number

0016

()

Hour(s)

Minutes

How long did you spend collecting the data and completing the questionnaire?

9910

9909

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