

# 2012 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 : 1-800-972-9692.

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	0007	Country	Postal code/zip code
0028	Last name of contact	0010	Language preference	
			1 <input type="radio"/> English	2 <input type="radio"/> 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. Your information may also be used by Statistics Canada for other statistical and research purposes, in conformity with its mandate. Please access [www.statcan.gc.ca/survey-enquete/index-eng.htm](http://www.statcan.gc.ca/survey-enquete/index-eng.htm) for more information on this survey.

### Security of emails and faxes

Statistics Canada advises of the risk of interception by a third party when transmitting information by email or fax. Once we receive your questionnaire, however, Statistics Canada provides a guaranteed level of protection, which covers all information collected under the authority of the *Statistics Act*. **Note:** Our online questionnaires are secure, so there is no risk of interception when you respond to our surveys online.

### Confidentiality

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

### Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

**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 1-800-972-9692 or mail to:  
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at [www.statcan.gc.ca](http://www.statcan.gc.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 derived from social housing exceeds 80% of revenue)
- 0243  Condo association
- 0040  None of the above — Please call **1-800-972-9692** 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, 2012 and March 31, 2013. Please indicate below the period covered by this questionnaire.

from <sup>0011</sup>  to <sup>0012</sup>

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

<sup>0031</sup> 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. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the reporting guide at [www.statcan.gc.ca/guides-e](http://www.statcan.gc.ca/guides-e) for further information.

## D and E - Not applicable

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## F - Industry characteristics

Please provide a breakdown of your income.

CAN\$

1. Rental income - residential properties

1150

Please provide a percentage breakdown of your residential rental income:

%

- |   |      |                      |                      |                      |                      |
|---|------|----------------------|----------------------|----------------------|----------------------|
| a) rental or leasing of residential space in houses (e.g., singles, town houses, row houses, doubles)   | 1151 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b) rental or leasing of residential space in apartments (e.g., apartments, duplexes, triplexes)   | 1152 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c) rental or leasing of land for residential use (e.g., for trailer parks and mobile home parks)  | 1153 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

CAN\$

1228

2. Rental income - non-residential properties

Please provide a percentage breakdown of your non-residential income:

%

- |   |      |                      |                      |                      |                      |
|---|------|----------------------|----------------------|----------------------|----------------------|
| a) rental or leasing of office and professional space   | 1155 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b) rental or leasing of commercial space (e.g., stores, restaurants, cinemas, banks, beauty salons, concession space at entertainment or sports venues)                     | 1156 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c) rental or leasing of industrial space (e.g., for manufacturing, storage, distribution; <b>include</b> research parks; <b>exclude</b> mini-warehouse and self storage)    | 1157 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d) rental or leasing 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 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e) other rentals of non-residential space (for banquets, parties, and social events, business conventions, theatres, sports venues, auditoriums, stadiums, etc.)            | 1159 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b) non-residential building | 1161 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c) land                     | 1162 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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)

%

2698

8. Percentage of total revenue from real estate investment trust

## 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  
number

Non-residential  
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 CAN\$	+	Non-residential CAN\$	=	Total 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 did you pay for waste management and/or recycling during the reporting period?

5801

## G - Personnel

1. Number of partners and proprietors, <b>non-salaried</b> (if salaried, report at question 2 below)	6321	<input type="text"/>	<b>number</b>
2. Paid employees			
a) average number of paid employees during the reporting period (see reporting guide)	6339	<input type="text"/>	
b) percentage of paid employees (from question 2a) who worked <b>full time</b>	6328	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<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	<input type="text"/>	<b>number</b>

H, I, J and K - Not applicable

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## General information

### Confidentiality

#### Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act*.

Statistics Canada will use information from this survey for statistical purposes.

### Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

**Section 11** of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

**Section 12** of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

### Record linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

**Thank you for completing this questionnaire.**

**Please retain a copy for your records.**

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