



Unified Enterprise Survey - Annual

1999 Survey of the Real Estate Rental and 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.

This document is 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 information if necessary using the corresponding boxes below:

0001	Legal name	0004	Number and street		
0002	Business name	0005	City	0006	Province or State
0003	C/o	0053	Country	0007	Postal code
0008	First name of contact	0028	Last name of contact		
0052	Please report for:	0010	Language preference 1 <input type="radio"/> English 2 <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 as well as by the private sector for industry performance measurement and market development.

Coverage


Please complete this questionnaire for the business unit described in the pre-printed area above. "Business unit" refers to the operation(s) described in the pre-printed area. Report only 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.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. However, if you wish to send the questionnaire(s) by facsimile, please consult the **Reporting Instructions** in this section. Thank you.

**If you need further information or help,
please call 1 888 881-3666.**

Name of the primary person completing this questionnaire:			
0026	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.	0013	0054
First name		Last name	
Title: 0014			
Telephone number: 0017	Extension: 0027	Fax number: 0016	Date completed: YYYY MM DD
Signature: 			0015
I certify that the information contained herein is complete and correct to the best of my knowledge.			

Reporting Period Information

REPORTING PERIOD

Please report information for your **12-month fiscal period** for which the **final day** occurs in 1999. However, if your fiscal year ends in January, February or March 2000, and you prefer to provide information for your most recent fiscal year, please do so. Please indicate below the period covered by this questionnaire.

1. **From** ⁰⁰¹¹

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To ⁰⁰¹²

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2. Did you operate this business unit for the **full year**?

- 0050 Yes → **If yes**, please go to the **Business Unit Organization and Joint Venture Activity Information** section.
 No → **If no**, please check the appropriate box(es) below.

0042 Seasonal operation (please provide the dates) **From** ⁰¹²⁰

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To ⁰¹²¹

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0032 New business (please provide the date) ⁰⁰⁴⁶

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0033 Change of fiscal year end (please provide the new end date) ⁰⁰⁵¹

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0034 Change of ownership (please provide the date) ⁰¹²⁵

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0035 Ceased operations (please provide the date) ⁰¹¹⁹

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0036 Temporarily closed (please specify the date and the reason) ⁰⁰⁴⁹

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⁰⁰³⁷

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0038 Other (please specify): ⁰⁰³⁹

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For information only

Business Unit Organization and Joint Venture Activity Information

1. Type of organization (please check **one** only):

- 0024 1 Sole proprietorship 2 Partnership 3 Incorporated company 4 Co-operative
 5 Joint venture 6 Government business entity 7 Government 8 Non-profit organization

2. Did this business unit participate in any joint venture(s) during the reporting period?

A joint venture refers to a specific commercial undertaking entered into jointly by two or more parties or companies, who agree to contribute the necessary capital and share in profits or losses of the project in agreed proportions. The association terminates either upon completion of the undertaking or at a specific time.

- 0170 Yes → **If yes**, please go to question 3. No → **If no**, please go to the **Main Business Activity** section.

3. Are detailed revenue and expenses for the business unit's share in the joint venture(s) included in this questionnaire?

- 0171 Yes No

Joint Venture Activity Information

4. Please provide the name of the joint venture.

0180

5. Is this joint venture:

- 0190 Incorporated? **If incorporated**, please go to question 6.
 Unincorporated? **If unincorporated**, please go to question 7.

6. Revenue Canada Business Number of joint venture (if incorporated)

0179

7. If it is an unincorporated joint venture, please provide the length of time of the joint venture.

From 0191

YYYY	MM	DD	

 To 0192

YYYY	MM	DD	

8. Venture partner(s) and their Revenue Canada Business Number(s) (if incorporated)

	Venture partners	Revenue Canada Business Number(s) (if incorporated)
9.	0181	0182
10.		
11.		

Note: If you participated in more than one joint venture or if more space is required, please enclose a separate page.

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 Cottage 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

531130 0234 **Self-Storage Mini-Warehouses**

- primarily engaged in renting or leasing space for self-storage. These establishments provide secure space (rooms, compartments, lockers, containers or outdoor space) where clients can store and retrieve their goods.

Exclusion(s): Business units primarily engaged in providing warehousing services that include the handling of client's goods (Warehousing and Storage); and providing coin-operated locker services (All Other Personal Services).

Main Business Activity (continued)

Lessors of Other Real Estate Property:

- 531190 ⁰²³⁵ **Lessors of Other Real Estate Property, not elsewhere specified**
- primarily engaged in renting and leasing real estate other than buildings.
- Examples:** Mobile home park operating Forest land leasing
Agricultural property rental Lessors of railroad property
Industrial park developing and operating.

Property Managers:

- 531310 • primarily engaged in managing real estate properties on behalf of property owners (on a contract or fee basis). These establishments are engaged in administrative and co-ordination activities, such as the negotiation and approval of lease agreements, the collection of rental payments, the administration of contracts for property services (for example, cleaning, maintenance and security) and the preparation of accounting statements.
- Exclusion(s):** Associations or corporations of dwelling owners engaged in the management of properties on behalf of dues-paying members, such as condominium owners' associations (Other Membership Organizations).

0236 **Property Managers, Residential Properties**

0237 **Property Managers, Non-Residential Properties**

2. 0040 **None of the above**
(please list the main activities of this business unit and indicate the estimated percentage of total operating revenue associated with each one):
- 0041
-
-
-

Note: If you responded "**None of the above**", please call **1 888 881-3666** for further instructions.

Data Sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal *Statistics Act* and corresponding provincial and territorial legislation. The data are to be kept confidential and used for statistical purposes only. **Your responses are not shared with Revenue Canada.** More details on data – sharing are included in this package.

Reporting Instructions

When precise figures are not available, your best estimates are acceptable.

1. Report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to whole dollars (e.g., \$55,417.40 should be reported as \$55,417).
3. Percentages should be rounded (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please write clearly in ink.
5. This survey questionnaire can be faxed back to Statistics Canada at **1 888 883-7999**.

Statistics Canada advises you that there could be a risk of disclosure during the facsimile transmission. 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:

- all Canadian revenue recorded in your accounts for sales or transfers to other businesses and to other units of your business;
- all revenue received from outside Canada by this business unit.

Please exclude:

- federal or provincial sales taxes collected for remittance to a government agency.

1. Are tenant recoveries and inducements included ?	1143	<input type="radio"/> Yes	<input type="radio"/> No
2. Unit of measure	1142	<input type="radio"/> Sq. feet	<input type="radio"/> m ²

Gross revenue from rental and leasing of properties owned or leased by your firm:	Leased area		\$ CDN
	1145	1150	
3. Residential			
Non-residential:	1155	1160	
4. Shopping centres, plazas, malls, stores	1165	1170	
5. Office buildings	1175	1180	
6. Industrial space (e.g., factories, warehouses)	1185	1190	
7. Recreational space (e.g., indoor and outdoor)	1195	1200	
8. Convention space (e.g., hotels, motels, convention centres)	1205	1210	
9. Other non-residential (e.g., self storage warehouses) (please specify): 1211	1215	1220	
10. Total non-residential			1221
11. Other real estate property (e.g., mobile home parks, land)			
Gross revenue from property management fees: If you are a property manager or involved in property management activities, please complete the following:	1345	1337	
12. Residential	1355	1360	
13. Non-residential	1365		
14. Total area rented, leased or managed (please report the <u>SUM</u> of residential, non-residential and managed area)			

B - Revenue (continued)

		\$ CDN
15. Sales of all other goods and services produced (e.g., coin operated laundry services) (please specify):	2001	2000
16. 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)		2060
17. Operating subsidies and grants Include public, private individual and corporate (business) donations and subsidies and grants from non-profit and charitable institutions and foundations, and government agencies.		2068
18. All other operating revenue Exclude: interest income and dividends. Please report this amount in this section at question 20, "Non-operating revenue".		2077
Please name major items:	2071	
	2072	
	2073	

Revenue Totals

		\$ CDN
19. Total operating revenue		2080
20. Non-operating revenue (e.g., interest income, dividends, gains on sales of assets)		2097
21. Total revenue (add amounts reported at questions 19 and 20 above)		2098

C - Expenses

Please include:

- all expenses within or outside Canada recorded or received by this business unit.

Please exclude:

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

Labour Compensation

	\$ CDN
<p>1. Wages and salaries of employees</p> <p>Please exclude employer portion of employee benefits from salaries and wages and report these benefits separately at question 2 below.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Employees are defined as those workers for whom you completed a Revenue Canada T4 - Statement of Remuneration Paid form. • Please report all wages and salaries (including taxable allowances and employment commissions as defined on the T4 - Statement of Remuneration Paid form) before deductions. </div> <p>Include:</p> <ul style="list-style-type: none"> • those amounts deposited to accounts outside Canada. <p>Exclude:</p> <ul style="list-style-type: none"> • all payments and expenses associated with outside contract workers and employment agencies or personnel suppliers. Please report these payments on the appropriate line(s) in this section. <p>For example:</p> <ul style="list-style-type: none"> • the cost of sweeping and snow removal services under direct contract to you. Please report these payments in this section at question 13, "Purchased janitorial and cleaning service expenses including sweeping and snow removal services"; • payments to employment agency or personnel supplier. Please report these payments in this section at question 14, "Payment(s) to employment agency or personnel supplier". • commissions paid to self-employed independent agents. (This information is reported on a T4 - Statement of Remuneration Paid form.) Please report these payments in this section at question 5, "Real estate commissions paid to others". • all payments to casual labour without a T4 - Statement of Remuneration Paid form. Please report these payments in this section at question 29, "All other operating expenses". 	3010
<p>2. Employer portion of employee benefits</p> <p>Include:</p> <ul style="list-style-type: none"> • contributions to health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retiring allowances or lump sum payments to employees upon termination or retirement, etc. <p>Exclude:</p> <ul style="list-style-type: none"> • contributions to provincial health and education payroll taxes applicable to this business unit. Please report these payments in this section at question 29, "All other operating expenses". 	3040
<p>3. Total labour compensation (add amounts reported at questions 1 and 2 above)</p>	3041

Expenses (continued)

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

Energy and Water Expenses

	Residential \$ CDN	Non-residential \$ CDN	Total \$ CDN
7. Light, heat and power expenses	4033	4034	4036
8. Water	4063	4064	4065

Purchased Service Expenses

Please **exclude** services that you produce within this business unit.

	\$ CDN
9. Telephone and other telecommunication expenses Include: <ul style="list-style-type: none"> • telephone, fax, cellular phone, or pager services for transmission of voice, data or image; • Internet access charges; • purchased cable and satellite transmission of television, radio and music programs. 	4101
10. Rental and leasing expenses Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.	4115
11. Purchased maintenance and repair expenses of buildings and structures Include materials, parts and labour. Exclude property management fees.	4185

Purchased Service Expenses (continued)

	\$ CDN
	4199
12. Allocation to Replacement Reserve Fund (for social housing only)	
13. Purchased janitorial and cleaning service expenses, including sweeping and snow removal services Include materials, parts and labour. Exclude property management fees.	4200
	3080
14. 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
15. Legal, accounting and auditing fees	
16. Architectural, engineering, scientific and technical service fees Include land surveying, interior design and drafting.	4245
	4270
17. Consulting fees	
18. Financial service fees (e.g., bank charges, credit and debit card commissions) Exclude interest expenses; please report these amounts in this section at questions 31 and 32.	4325
	4350
19. Insurance premiums (e.g., liability, auto, building, equipment)	
	4365
20. Advertising expenses	
21. Travel, meals and entertainment Include purchases for clients.	4370
	4427
22. Property taxes	
	4430
23. Provincial capital taxes	
24. 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. 	4435
	4500
25. All other purchased service expenses	
Please name major items:	
4501	
4502	
4503	

Other Operating Expenses

	\$ CDN
26. Office supplies Exclude capital expenditures. Include: <ul style="list-style-type: none"> paper and supplies for photocopiers, printers and fax machines; diskettes; writing instruments and other office supplies, etc. Also, if not capitalized, include computers, printers, photocopiers, computer software and office furniture, etc. Exclude: <ul style="list-style-type: none"> telephone and other telecommunication expenses. Please report these payments in this section at question 9, "Telephone and other telecommunication expenses"; postage and courier expenses. Please report these payments in this section at question 29, "All other operating expenses". 	3301
27. Depreciation and amortization (including this business unit's assets and capital lease obligations)	4520
28. Management fees paid to head office and other business support units	4555
29. 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; please report these amounts in this section at questions 31 and 32, "Interest expenses on capital lease obligations" and "All other miscellaneous interest expenses".	4569

Expense totals

	\$ CDN
30. Total operating expenses	4599
31. Interest expenses on capital lease obligations	4610
32. All other miscellaneous interest expenses (e.g., interest on loans and interest portion of mortgage payments)	4620
33. Total expenses (add amounts reported at question 30, 31 and 32 above)	4699

For information only

D - Employment

Please estimate the number of salaried and hourly employees on your payroll in a typical pay period.

Exclude contract workers (i.e., those not on your payroll who were engaged for a specific project or term).

Please allocate this number by the following:

	Number
1. Full-time employees Employees who worked the standard work week as observed by the business.	6310
2. Part-time employees Employees who worked fewer hours than standard or who worked only for a given period or season.	6311
3. Total number of paid employees (add numbers reported at questions 1 and 2 above).	6312

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 welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of "Total operating revenue", reported in **Section B - Revenue**, at question 19, "Total operating revenue", by type of client to whom the goods or services were delivered.

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

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

9299

1. What is the total number of residential units owned during the reporting period?

Please report the total value of capital expenditures made on the 4 categories of expenditures below during the reported period.

Include the cost of materials, own account work, and contracted work.

\$ CDN

2. Was any major construction work in the form of **ADDITIONS** done on the property during the last year?

9291

Examples of what to include:

Structural extensions (rooms/decks)
Fences, driveways
Parking lots

3. Were there any expenditures for **RENOVATIONS** or alterations?

9292

Examples of what to include:

Remodeling rooms
Adding or replacing doors

4. Were there any expenditures for the **REPLACEMENT** of existing equipment?

9293

Examples of what to include:

Plumbing fixtures
Built-in appliances
Carpeting

5. Were there any expenditures for **NEW** installations of equipment that did not previously exist on the property?

9294

Examples of what to include:

Plumbing fixtures
Built-in appliances
Carpeting

For information only

G - Events That May Have Affected Your Business Unit

1. Compared to **last fiscal year**, were there any events that may have significantly affected the reported values for this business unit?

- 9929 Yes → **If yes**, please go to question 2.
 No → **If no**, please go to **Section H - Comments**.

2. Please check the box(es) that best reflect this change.

- | | |
|---|---|
| 9930 <input type="radio"/> Longer scheduled work week | 9931 <input type="radio"/> Shorter scheduled work week |
| 9932 <input type="radio"/> Increase in business | 9933 <input type="radio"/> Decrease in business |
| 9934 <input type="radio"/> More overtime | 9935 <input type="radio"/> Less overtime |
| 9936 <input type="radio"/> Foreign exchange | 9937 <input type="radio"/> Merger or acquisition |
| 9938 <input type="radio"/> Layoffs | 9939 <input type="radio"/> Increase in hiring |
| 9940 <input type="radio"/> Temporary shutdown | 9941 <input type="radio"/> Permanent shutdown |
| 9942 <input type="radio"/> Strike | 9943 <input type="radio"/> Weather |
| 9944 <input type="radio"/> Change in supplier | 9945 <input type="radio"/> Change in product line |
| 9946 <input type="radio"/> Price changes, goods or services sold (output) | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9948 <input type="radio"/> Changes in industry regulation | 9949 <input type="radio"/> Changes in government taxes |
| | 9952 <input type="radio"/> Natural disaster |

3. 9950 Other (please specify):

H - Comments

1. How long did you spend collecting the data and completing this form? hours

2. **Comments?**

We invite your comments on the following topics or any others related to our business survey program. We appreciate your assistance.

- | | |
|--|--|
| <ul style="list-style-type: none"> • questionnaire content • new questions of interest to your industry • questionnaire language • use of business terminology • comprehension of questions (e.g., through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides) | <ul style="list-style-type: none"> • order and flow of questions • timing of receipt of questionnaire and the period given for response • other sources of data to further reduce response burden • potential for electronic data reporting • general (non-proprietary) business software packages in use |
|--|--|

9920

Lost the return envelope?
 Please telephone 1 888 881-3666
 or
 fax 1 888 883-7999.



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