



# 2005 Survey of Service Industries: Real Estate Brokers

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## Reporting Guide

This guide is designed to assist you as you complete the 2005 Survey of Service Industries. If you need more information, please call the Statistics Canada help line at the number below.

**Help Line: 1 888 881-3666**

### Your answers are confidential

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. All Statistics Canada employees take an oath of secrecy and face severe penalties for any breach of confidentiality. The collected information cannot be disclosed under the *Access to Information Act* or any other Act. **The Canada Customs and Revenue Agency cannot access any individual survey records from Statistics Canada.**

All survey results are carefully screened before publication to ensure they cannot be used to derive information about a particular business.

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## B - Main Business Activity

To ensure that you have received the appropriate questionnaire, you are asked to describe the nature of your business. The description should briefly state the main activities of your business.

In order to help you choose the category that best describes the activity of your business, here is a short description of each category.

### Real estate broker or real estate brokerage firm

Business units or individuals that are licensed or registered as real estate brokers where the primary activity is renting, buying and selling real estate for others on a fee or commission basis. Brokers may also assist vendors by advertising and listing properties, conducting open houses for prospective buyers, assisting prospective buyers to select, visit and make purchase offers. Secondary broker activities include, rental or leasing of client owned properties, referrals, franchise operations; real estate advisory/consulting services; property appraisals.

**Excludes** brokers acting in the capacity of independent real estate sales persons.

### Exclusions from the survey

#### Independent real estate sales persons

Business units or individuals that are licensed to participate in the activities of buying and selling real estate, who are obligated by contract to represent real estate brokers and are not considered to be regular employees. Independents can be identified by various names such as real estate agents, sales representatives, sales associates and associate brokers. This category also includes brokers who are acting in the capacity of independent real estate sales persons. If you are an independent real estate sales person please indicate this by completing question 1, in this section

#### Other activities

If you have selected this box, please provide a description of the nature of your business so that we may properly classify your business unit according to the primary source of revenue. Once this is done, we request that you complete page 5 and return the questionnaire.

## F - Industry Characteristics

### Revenue

#### 1. Commission and fees earned from real estate sales

**Includes** commission and fees earned for the sale or re-sale of homes, buildings, businesses, land and property.

#### 2. Revenue received from independent real estate sales persons

**Includes** commission, fees and other revenue paid by independent real estate sales persons to this business unit. Some examples of these are desk fees, deal fees, charges for office space/use, publicity and advertising.

#### 3. Revenue from rental or leasing of property directly owned by the business unit

**Includes** revenue received from renting out or leasing property owned by this business unit only if it is earned as part of the normal real estate broker operations of the business unit.

**Excludes** revenue generated from renting out or leasing property owned or partially owned by this business unit as investment property or other type of operation not related to the real estate broker operation.

#### 4. Commission and fees earned from the rental or leasing client owned properties

**Includes** commission and fees received from a client for the service of renting out or leasing of the client owned property.

**Excludes** any revenue received for renting out or leasing of business owned properties. This revenue should be reported in question 3 above.

#### 5. Other sales

**Includes** sales of all other goods, services and revenue not previously identified such as appraisal service, referral, auction service, real estate listing service, real estate consulting/advisory service and bad debt recovery.

### Selected Expenditure Information

#### 7. Commission and fees paid to independent real estate sales persons

**Includes** all commission and fees paid to independent real estate sales persons if they are by some means contracted to you.

**Excludes** commission paid to your employees. These should be reported in salaries and wages.

#### 8. Commission and fees paid to other real estate brokers

**Includes** all commission and fees paid to other real estate brokers for their actions in assisting in real estate transactions.

## G - Personnel

To fully measure the contribution of all human capital in this industry, we require information on the number of owners, partners and proprietors as well as the number and classification of workers.

### 1. Number of non-salaried partners and proprietors

For unincorporated businesses, please report the number of partners and owners for whom earnings will be the net income of the partnership or proprietorship.

### 2. Number of paid employees

**Includes** all employees who were issued a T4 information slip for the period covered by this survey.

**Excludes** non-salaried partners and proprietors reported above.

### 3. Percentage of paid employees who worked full-time

A full-time paid employee is defined as a paid employee who has worked the standard work week as observed by the business. Please specify the percentage of paid employees who have been working full-time by rounding the percentage to the nearest whole number.

### 4. Number of contract workers

**Includes** independent real estate associates.

Contract workers are not employees, but workers contracted to perform a specific task or project in your organization for a specific duration, such as self employed persons, freelancers and casual workers. These workers are not issued a T4 information slip. Please report the number of contract workers employed by your organization during the fiscal year.

### 5. Number of volunteers

**Includes** unpaid interns and co-op students. Please report the number of unpaid workers employed by your organization during the fiscal year.

### 6. Number of hours worked by volunteers during the reporting period

Please report the number of hours recorded by your organization for the work performed by volunteers during the fiscal year.

## General Information

### Survey Purpose

Statistics Canada conducts this survey to obtain detailed and accurate data on this industry, which is recognised as being an important contributor to the Canadian economy. Your responses are critically important to produce reliable statistics used by businesses, non-profit organizations and all levels of government to make informed decisions in many areas.

The information from this survey can be used by your business to benchmark your performance against an industry standard, plan marketing strategies or prepare business plans for investors. Governments use the data to develop national and regional economic policies and to develop programs to promote domestic and international competitiveness. The data are also used by trade associations, business analysts and investors to study the economic performance and characteristics of your industry.

### Data-sharing Agreements

To avoid duplicating surveys and to ensure more uniform statistics, Statistics Canada has entered into data-sharing agreements with many provincial and territorial statistical agencies. The objective of these data-sharing agreements is to share data from some surveys for those business establishments operating within their respective jurisdictions. **These agreements require that the shared data be used only for statistical purposes and be kept confidential.** Survey participants are always informed at the time of collection if a sharing agreement applies to a particular survey.

There are two types of data-sharing agreements that exist under the *Statistics Act*.

**Agreements under Section 11** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of *Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Saskatchewan, Alberta, British Columbia and Yukon*. These statistical agencies have been established under provincial legislation authorizing them to collect this information on their own or jointly with Statistics Canada. Their legislation also provides the same confidentiality protection and outlines similar penalties for disclosure of confidential information as the federal *Statistics Act*.

**Agreements under Section 12** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of *Prince Edward Island, the Northwest Territories and Nunavut*. All these Section 12 agreements require that the information be kept strictly confidential.

Under Section 12, you may refuse to share your information with any of these agencies by writing a letter of objection to the Chief Statistician of Canada and returning it with your completed questionnaire. Please specify those agencies from which data shall be withheld.

**Please note that Statistics Canada does not share any individual survey information with Canada Customs and Revenue Agency.**

For more information about these data-sharing agreements, please contact Statistics Canada at **1 888 881-3666**.

**Thank you!**