



## 2006 Survey of Service Industries: Real Estate Brokers

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### Reporting Guide

This guide is designed to assist you as you complete the 2006 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 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

### 1. Please describe the nature of your business

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 unit.

### 2. Please check the one main activity which most accurately represents your main source of revenue

Below are descriptions of some main activities.

#### 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** (main source of revenue) 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, assist prospective buyers by selecting, visiting and making purchase offers. **Secondary broker activities** can include the rental or leasing of client owned properties, referrals, franchise operations, real estate advisory/consulting services and property appraisals.

#### Excludes:

- brokers that are acting in the capacity of independent real estate salespersons.

#### Exclusions from the survey

#### Independent real estate salespersons

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 as being 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 that are acting in the capacity of independent real estate salespersons.

If you are an independent real estate salesperson please indicate this by completing question 1 in this section. Then, please complete page 5 and return the questionnaire

#### Other activities

If you have selected this box, please complete question 1 above so that we may properly classify your business unit(s) according to your main source of revenue. Then, please complete page 5 and return the questionnaire.

## C - Reporting Period Information

Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2006 and March 31, 2007. Please indicate the reporting period covered by this questionnaire.

## F - Industry Characteristics

Please **exclude** any federal, provincial or territorial sales tax collected for remittance to a government agency.

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

Please report commissions and fees earned for the sale or re-sale of homes, buildings, businesses, lands and properties.

#### Includes:

- in trust amounts.

### 2. Revenue received from independent real estate associates

Please report commissions, fees and other revenues that are paid by independent real estate associates to your business unit.

#### Includes, for example:

- 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

Please report revenue received from the rental or leasing of 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:

- income generated from the rental or leasing of properties that are owned or partially owned by the business as investment properties or other types of operations that are not related to the real estate broker operations.

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

#### Includes:

- commissions and fees received from a client for the services of renting or leasing out the client owned property.

**Excludes:**

- any revenues received for the rental or leasing of business owned properties; please report these amounts at question 3 above.

**5. Other sales (please specify)**

Please report the sales of all other goods, services and revenues not previously identified.

**Includes,** for example:

- appraisal services;
- referrals;
- auction services;
- real estate listing services;
- real estate consulting/advisory services;
- bad debt recoveries.

**6. Total sales**

The sum of questions 1 to 5.

**Commissions Information**

**7. Proportion of commissions and fees earned from real estate sales (as reported in question 1)**

Of the total amount reported in question 1, please indicate the percentage of residential and non-residential sales.

**Selected Expenditure Information**

**8. Commissions and fees paid to independent real estate salespersons**

Please report all commissions and fees paid to independent real estate salespersons, if they are by some means contracted to you.

**Excludes:**

- commissions paid to your employees; please report these amounts in **Section E**, at question 1.

**9. Commissions and fees paid to other real estate brokers**

Please report all commissions and fees paid to other real estate brokers for their actions in assisting in real estate transactions.

**10. Total commissions**

The sum of questions 8 and 9.

**Personnel**

**11. Number of paid employees**

**Includes:**

- employees who work full time (those employees who work a standard workweek as defined by the

business unit) or part time (those employees who work fewer hours than a regular workweek or only work for a limited duration, such as seasonal, short term or employees hired for special projects).

**12. Number of independent real estate salespersons**

**Includes:**

- persons that are licensed to sell or trade in real estate and are contracted to work for your enterprise; these independents may themselves be licensed or registered as brokers but if they are contracted to work as an independent salesperson, they are treated as such.

**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, to plan marketing strategies or to 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 and territorial 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 the Canada Revenue Agency.**

For more information about these data-sharing agreements, please contact Statistics Canada at **1 888 881-3666** or visit our website at **[www.statcan.ca](http://www.statcan.ca)**.

**Thank you!**  
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