2014 Annua **Real Estate Property M**

ntegrated Business Statistics Program (IBSP) 2014 Annual Survey of Service Industri Real Estate Rental and Leasing and Property Management		tries: Plea and Lega	CONFIDENTIAL once completed. Selon nos dossiers votre langue de préférence est l'anglais, si vous préférez recevoir ce document en français, veuillez nous appeler au numéro sans frais suivant : 1-800-972-9692. Please verify the information for this business's contact person and correct where needed. Legal name			
		First	name			
		Last	name			
		Title				
		Addr	ress (number and street)			
		City				
		Prov	rince, territory or state	Postal code or zip code	اـــــــ	
		Cour	ntry	L		
Busines	s and contact information					
English	s guage of communication French rmation is collected under the authority of the Stat COMPLETION OF THIS QUESTIONNAIRE (S		area code) Statutes of Canada,		۶r	
Introduc	tion					
national and r may also be u purposes. Ple eng.htm for r Security of e Statistics Car during facsin will provide t collected und questionnaire	ose collects the financial and operating data needed to develop regional economic policies and programs. You information used by Statistics Canada for other statistical and research ease access www.statcan.gc.ca/survey-enquete/index- more information on this survey. emails and faxes nada advises you that there could be a risk of disclosure nile or email. However, upon receipt, Statistics Canada he guaranteed level of protection afforded all information der the authority of the <i>Statistics Act.</i> Note: Our online es are secure, there is no risk of data interception when o Statistics Canada's online surveys.	by Statistics Canada Data-sharing agree To reduce responder sharing agreements and other governme data confidential and Information on com		ada has entered into dat itorial statistical agenci have agreed to keep tl tical purposes. agreements and reco	a- es ne	
ĺ	Please return the quest	onnaire within	1 21 days.			
	Please mail the completed question fax it to Statistics Cana	naire in the enclos	sed envelope or			
	If you are unable to complete within 21 days O		l us at 1-800-972-9692 .			
	Statistics Operations and In 150 Tunney's Pa Ottawa, Onta	egration Division sture Driveway				
	Visit our website, w	ww.statcan.gc.ca				

5-3600-173.1: 2015-02-23



Canadä

Business status

1.	Is this business currently in operation?
	Yes ► Go to next Section
	No, seasonal operations F Go to question 2
	No, ceased all operations Go to question 4
	No, sold all operations Go to question 6
	No, amalgamated with (an) other business(es) Go to question 8
	No, temporarily inactive but will re-open F Go to question 11
	No, no longer operating due to other reason(s) So to question 14
2.	When did this business close for the season?
	PYYY MM DD B00217 Date
	Date
3.	When does this business expect to resume operations?
	Date Go to next Section
4.	When did this business cease all operations?
	Date
~	
5.	Why did this business cease all operations?
	Bankruptcy
	Liquidation
	Dissolution
	Other reason – please specify:
6.	When was this business sold? YYYY MM DD
	B00212 Date

7.	What is the legal name of the buyer?	Go to next Section
8.	When did this business amalgamate? YYYY MM DD B00213 Date	
9.	What is the legal name of the resulting or continuing business?	
10.	What is (are) the legal name(s) of the other amalgamated business(es)?	Go to next Section
11.	When did this business become temporarily inactive? YYYY MM DD B00214 Date	
12.	When did this business become temporarily inactive? MM DD B00214 Date When does this business expect to resume operations? Date B00215 Date	
13.		Go to next Section
14.	When did this business cease operations? YYYY MM DD B00216 Date	
15.	Why did this business cease operations?	
		Go to next Section

Reporting instructions

1. Please print in ink.

- 2. Report all dollar amounts in thousands of Canadian dollars.
- 3. Do not include sales tax.
- 4. Percentages should be rounded to whole numbers.
- 5. Consult the reporting guide at **www.statcan.gc.ca/guides-e** for further information.
- 6. When precise figures are not available, please provide your best estimates.

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Bu	sin	ess activity
1.		istics Canada uses the North American Industrial Classification System to classify the activities of each business. ording to our records, this business's main activity is classified as:
	Is th 805002	his the main activity of this business?
		Yes, this is the main activity of this business. F Go to question 1c
		No, this is not the main activity of this business. Go to question 1a
	a.	Was this business's main activity, which typically generates the most revenue, ever classified as described above?
		Yes Vhen did the main business activity change? Date :
		No ► Go to question 1b
	b.	Please provide a brief but precise description of this business's main activity (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").
		BO5003
		B05004
	c.	Approximately what percentage of this business's revenue is generated by this main activity ?
		Are there any other activities that contribute significantly (at least 10%) to this business's revenue ?
		Yes F Go to question 1d
		No Go to next page
	d.	Please provide a brief but precise description of this business's secondary activity (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").
		805005
	e.	Approximately what percentage of this business's revenue is generated by this secondary activity?
	0.	Estimates are acceptable.

Re	porting period information	
1.		
	Note: For this survey, the End date should fall between April 1	, 2014 and March 31, 2013.
	YYYY MM DD B00205	YYYY MM DD 800206
	Start date End d	ate
2.	If the reporting period does not cover a full year, please check	k the reason(s) below
	(mark all that apply):	
	seasonal operations	ceased operations
	800301_r2	800301_r6
	new business	temporarily inactive
	B00301_r3	B00301_r7
	change of ownership	other reason — please specify:
	- · · · B00301_r4	B00301_r8
	change of fiscal year	
3.	Please indicate below, any changes or events that may have af	fected the reported values for this business compared to the
	last reporting period (mark all that apply):	at x
	B00302_t1	
	strike or lockout	sold business units
	evohange rate impact	expansion
	exchange rate impact B00302_13 price changes in goods or services sold B00302_14 contracting out B00302_15 organisational change	
	price changes in goods or services sold	new/lost contract
	B00302_14	B00302_t13
	contracting out	plant closures
	B00302_15	B00302_t14
	organisational change	acquisition of business units
	800302_16	B00302_t15
	price changes in labour or raw materials	other change or event - please specify:
	800302_17	B00302_116
	natural disaster	
	B00302_18	B00302_t17
	recession	no change or event
	change in product line	

Re	venue		
Not	 A detailed breakdown may be requested in other sections. These questions are asked of many different industries. Some questions may not apply to this business. Refer to the reporting guide for detailed instructions. Please report all amounts in thousands of Canadian dollars. 		
Wha	at was this business's revenue from each of the following sources?	CAN\$ '000	
1.	Sales of goods and services Include: sales, commissions, rental and leasing revenue if they are this business's primary revenue source	\$ F43008	,000
2.	Rental and leasing (report only if this is a secondary source of revenue; if rental and leasing are your primary revenue source, report in question 1)	\$ F45801	,000
3.	Commissions (report only if this is a secondary source of revenue; if commissions are your primary revenue source, report in question 1)	\$ F45701	,000
4.	Subsidies Include: grants, donations, fundraising and sponsorships	\$ F47101 F47201	,000
5.	Royalties, rights, licensing and franchise fees	\$ F51101	,000
6.	Dividends	\$ F51201	,000
7. 8.	Dividends	\$ F51301	,000
	INF NOT D	\$ F40000	,000
9.	Total revenue (sum of questions 1 to 8)	\$,000

	penses	
	 A detailed breakdown may be requested in other sections. These questions are asked of many different industries. Some questions may not apply to this business. Refer to the reporting guide for detailed instructions. Please report all amounts in thousands of Canadian dollars. 	
Wh	at were this business's expenses for the following items?	
1.	Cost of goods sold CAN\$ '000	
	a.opening inventories\$,000b.purchases Include: raw materials, goods purchased for resale and non-returnable containers Exclude: change in inventoriesF61306-\$,000\$,000	
	c. closing inventories \$,000	CAN\$ '000
	d. cost of goods sold (opening inventories plus purchases minus closing inventories)	F61101
2.	Employment costs and expenses Include: all employees who were issued a T4 Exclude: commissions paid to non-employees, report in question 3 a. salaries, wages and commissions	F61501
	a. salaries, wages and commissions	\$,000
	b. employee benefits (please refer to the reporting guide for the list of inclusions and exclusions)	\$,000
3.	Subcontracts Include: commissions paid to non-employees Exclude: research and development	F62503
4.	Research and development fees Exclude: in-house research and development	F62504
5.	Professional and business fees (e.g., legal, accounting, consulting, scientific and property management fees)	F62601
6.	Utilities	F61801
7.	(e.g., electricity, water and gas) Office and computer related expenses	\$,000 F62505
	(e.g., office supplies, postage and computer upgrades)	\$,000
8.	Telephone, Internet and other telecommunication	\$,000
9.	Business taxes, licenses and permits (e.g., beverage tax, business tax, license fees and property taxes)	\$,000
10.	Royalties, franchise fees and memberships Exclude: Crown royalties	f62001 \$,000
11.	Crown charges (for logging, mining and energy industries only)	F62506

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			CAN\$ '000	
12.	Rental and leasing		F62101	
	Include: land, building, equipment and vehicles	\$,000
13.	Repair and maintenance		F62201	
	Include: buildings, equipment and vehicles	\$,000
			F61601	
14.	Amortization and depreciation	\$,000
			F62301	
15.	Insurance	\$,000
			F62507	
16.	Advertising, marketing, promotion, meals and entertainment	\$,000
			F62508	
17.	Travel, meetings and conventions	\$,000
10			F62401	
18.	Financial services (e.g., bank charges and transaction fees)	\$,000
	A A		F69101	
19.	Interest expense	\$,000
			F62509	
20.	Other non-production-related costs and expenses Include: bad debt, loan losses, donations, political contributions and inventory write-down	\$,000
21.	All other cost and expenses – please specify:			
	Include: intracompany expenses		F62511	
	All other cost and expenses — please specify: Include: intracompany expenses	\$.000.
		Ψ	F60000	,000
22.	Total expenses	\$.000
	(sum of lines 1 to 21)	Ŧ		,000

In	Industry characteristics					
Wh	Sales What were this business's sales for the following goods and services? Please report all amounts in thousands of Canadian dollars. CAN\$ '000					
1.	Rental income – residential properties	\$	F45832 F45833	,000		
2.	Rental income – commercial/non-residential properties	\$	F45834	,000		
3. 4.	Rental income – mini-warehouses and self-storage units	\$	F45835	,000		
5.	Include: rental or leasing of land for residential use (e.g., trailer and mobile home parks) Other commercial/non-residential real estate rental	\$	F45836	,000		
0.	Include: rental and leasing of land for commercial/non-residential use, (e.g., land for commercial or industrial use and agricultural land)	\$	F45166	,000		
6.	Revenue from property management services	\$	F43003	,000		
7.	Revenue from goods purchased for resale as is (e.g., drink, food and games)	\$,000		
8.	Other related sales – please specify: F43175	¢	F43005			
9.	Total sales of goods and services (sum of questions 1 to 8)	\$	F43000	,000		
10.	Revenue from property management services	•		,000		
Se	lected expenditure information					
	ase provide selected expenditure information.		CAN\$ '000 F62604			
11.	Property management fees	\$	F62514	,000		
12.	Real estate commissions	\$	F62515	,000		
13.	Value of inducements to tenants	\$	F61902	,000		
14.	Transfer taxes and lot levies	\$	F61903	,000		
15.	Property taxes	\$	F69102	,000		
16.	Mortgage interest	\$,000		

Property information	Residential	Commercial/ non-residential
Please provide property information.	Number	Number
	B20012	B20013
17. Number of buildings owned and/or managed at year end		
	B20014	B20015
18. Number of rental units owned and/or managed at year end		
		B20016
19. Square feet rented or leased (commercial / non-residential only)		

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Contact person
Name of person to contact about this questionnaire:
First name
Last name
Title
Email address

Telephone number	Extension number	~	Fax number				
		OP RI					
	. C	N FRO	hours		minutes		
How long did you spend collecting the data and completing the questionnaire?							
Comments	OF S	<u>×</u>					
We invite your comments below. If necessary, please attach a separate Please be assured that we review all co	sheet. omments with the intent o	f improving the survey.					
B00002	\sim						

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 and to minimize the reporting burden, 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, www.statcan.gc.ca