

2015 Annual Survey of Service Industries: Real Estate Rental and Leasing and Property Management

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 business or organization name, contact person and address for this questionnaire and correct where needed.

Legal name

Operating name

First name

Last name

Title

Address (number and street)

City

Province, territory or state

Postal code or ZIP code

Country

Business or organization and contact information

Email address

Preferred language of communication
 English French
Telephone number (including area code)

Extension number

Fax number (including area code)

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.

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. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

Security of emails and faxes

Statistics Canada advises you that there could be a risk of disclosure during facsimile or email. However upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*. **Note:** Our online questionnaires are secure, there is no risk of data interception when responding to Statistics Canada online surveys.

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 21 days.

Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.

If you are unable to complete within 21 days **OR** if you need help, call us at **1-800-972-9692**.

Statistics Canada
Operations and Integration Division
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6
Visit our website, www.statcan.gc.ca

Business status

1. Is this business or organization currently in operation?

B00309

- Yes ► **Go to next section**
- No, seasonal operations ► **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 ► **Go to question 11**
- No, no longer operating due to other reason(s) ► **Go to question 14**

2. When did this business or organization close for the season?

YYYY MM DD

B00217

Date

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3. When does this business or organization expect to resume operations?

YYYY MM DD

B00218

Date

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► **Go to next section**

4. When did this business or organization cease all operations?

YYYY MM DD

B00211

Date

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5. Why did this business or organization cease all operations?

B00311

- Bankruptcy
- Liquidation
- Dissolution
- Other reason — please specify:

B00312

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► **Go to next section**

6. When was this business or organization sold?

YYYY MM DD

B00212

Date

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7. What is the legal name of the buyer?

B00406

▶ Go to next section

8. When did this business or organization amalgamate?

YYYY MM DD

B00213

Date

9. What is the legal name of the resulting or continuing business or organization?

B00407

10. What is (are) the legal name(s) of the other amalgamated business(es) or organization(s)?

B00408

▶ Go to next section

11. When did this business or organization become temporarily inactive?

YYYY MM DD

B00214

Date

12. When does this business or organization expect to resume operations?

YYYY MM DD

B00215

Date

13. Why is this business or organization temporarily inactive?

B00313

▶ Go to next section

14. When did this business or organization cease operations?

YYYY MM DD

B00216

Date

15. Why did this business or organization cease operations?

B00314

▶ Go to next section

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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.

Business activity

1. Statistics Canada uses the **North American Industrial Classification System** to classify the activities of each business or organization. According to our records, this business or organization's **main activity** is classified as:

Is this the **main activity** of this business or organization?

B05002

- Yes, this is the **main activity** of this business or organization. ► **Go to question 1c**
- No, this is **not the main activity** of this business or organization. ► **Go to question 1a**

- a. Was this business or organization's main activity, which typically generates the most revenue, **ever** classified as described above?

B05111

- Yes ► **When did the main activity change?** ► **Date :** YYYY MM DD
- No ► **Go to question 1b**

B00219

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- b. Please provide a **brief but precise description** of this business or organization's **main activity** (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05003

- c. Approximately what **percentage of this business or organization's revenue** is generated by this **main activity**?

B05004

Estimates are acceptable. %

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Are there any other activities that **contribute significantly** (at least 10%) to this **business or organization's revenue**?

B05024

- Yes ► **Go to question 1d**
- No ► **Go to next page**

- d. Please provide a **brief but precise description** of this business or organization's **secondary activity**. (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05005

- e. Approximately what **percentage of this business or organization's revenue** is generated by this **secondary activity**?

B05006

Estimates are acceptable. %

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Reporting period information

1. For this survey, please report information for this business or organization most recent **12 month fiscal period**.

Note: For this survey, the **End date** should fall between April 1, 2015 and March 31, 2016.

	YYYY	MM	DD		YYYY	MM	DD
Start date	<input type="text"/>	<input type="text"/>	<input type="text"/>	End date	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

B00301_r1

seasonal operations

B00301_r2

new business

B00301_r3

change of ownership

B00301_r4

change of fiscal year

B00301_r5

ceased operations

B00301_r6

temporarily inactive

B00301_r7

other reason — please specify:

B00301_r8

3. Please indicate below, any changes or events that may have affected the reported values for this business or organization compared to the last reporting period (mark all that apply):

B00302_t1

strike or lockout

B00302_t2

exchange rate impact

B00302_t3

price changes in goods or services sold

B00302_t4

contracting out

B00302_t5

organizational change

B00302_t6

price changes in labour or raw materials

B00302_t7

natural disaster

B00302_t8

recession

B00302_t9

change in product line

B00302_t10

sold business units

B00302_t11

expansion

B00302_t12

new/lost contract

B00302_t13

plant closures

B00302_t14

acquisition of business units

B00302_t15

other change or event — please specify:

B00302_t16

B00302_t17

no change or event

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Revenue

- Notes:**
- 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**.

What 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 \$ <input type="text"/> ,000
2. Rental and leasing (report only if this is a secondary revenue source; if rental and leasing are your primary revenue source report in question 1)	F45801 \$ <input type="text"/> ,000
3. Commissions (report only if this is a secondary revenue source; if commissions are your primary revenue source report in question 1)	F45701 \$ <input type="text"/> ,000
4. Subsidies Include: grants, donations, fundraising and sponsorships	F47101 \$ <input type="text"/> ,000
5. Royalties, rights, licensing and franchise fees	F47201 \$ <input type="text"/> ,000
6. Dividends	F51101 \$ <input type="text"/> ,000
7. Interest	F51201 \$ <input type="text"/> ,000
8. Other revenue — please specify: Include: intracompany transfers	
F51302 <input type="text"/>	F51301 \$ <input type="text"/> ,000
9. Total revenue (sum of questions 1 to 8)	F40000 \$ <input type="text"/> ,000

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E-Commerce

1. For this reporting period, what was this business's total revenue?
Please report all amounts in **thousands of Canadian dollars**.

Include: sales of goods and services; rental, leasing and property management; commissions; subsidies, grants, donations, fundraising and sponsorships; royalties; rights; licensing and franchise fees; dividends, interest and other revenue.

CAN\$ '000
F4000PF1

€\$,000

2. Did this business have any e-commerce revenue in this reporting period?

E-commerce revenue: sale of goods and services conducted over the Internet with or without online payment.

Include: all revenue for which an order is received and the commitment to purchase is made via the Internet, although payment can be made by other means, such as orders made on Web pages, an extranet, mobile devices or Electronic Data Interchange (EDI).

Exclude: orders made by telephone, facsimile or email.

B05163

1 Yes → **Go to question 3**

3 No → **Go to question 6**

3. What was the total e-commerce revenue in this reporting period?
If precise figures are not available, please provide your best estimate.

CAN\$ '000
F43459

€\$,000

4. During this reporting period, did this business make sales over the Internet through any of the following methods?
Select all that apply.

- a. Via a mobile app
- b. Via your company website
- c. Via a third-party website
- d. Via Electronic Data Interchange (EDI)
- e. Other methods — please specify:

B05164_m1

B05164_m2

B05164_m3

B05164_m4

B05164_m5

B05164_m6

5. Does this business have any full-time staff dedicated solely to activities related to e-commerce?

B20052

1 Yes

3 No

6. If you answered No at question 2, please identify the reasons why this business did not make sales over the Internet.
Select all that apply.

- a. Goods and services do not lend themselves to online sales
- b. Prefer to maintain current business model
- c. Lack of skilled workers to implement and maintain e-commerce infrastructure
- d. Cost of development is too high
- e. Security concerns
- f. Other reasons — please specify:

B05165_r1

B05165_r2

B05165_r3

B05165_r4

B05165_r5

B05165_r6

B05165_r7

Expenses

- Notes:**
- 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**.

What were this business's expenses for the following items?

1. Cost of goods sold		CAN\$ '000
		F61206
a.	opening inventories	\$ <input type="text"/> ,000
b.	purchases Include: raw materials, goods purchased for resale and non-returnable containers Exclude: change in inventories	F61306 \$ <input type="text"/> ,000
c.	closing inventories	F61406 \$ <input type="text"/> ,000
d.	cost of goods sold (opening inventories plus purchases minus closing inventories)	CAN\$ '000 F61101 \$ <input type="text"/> ,000
2. Employment costs and expenses Include: all employees who were issued a T4 Exclude: commissions paid to non-employees (report at question 3)		
a.	salaries, wages and commissions	F61501 \$ <input type="text"/> ,000
b.	employee benefits (please refer to the reporting guide for the list of inclusions and exclusions)	F61502 \$ <input type="text"/> ,000
3. Subcontracts Include: commissions paid to non-employees Exclude: research and development		F62503 \$ <input type="text"/> ,000
4. Research and development fees Exclude: in-house research and development		F62504 \$ <input type="text"/> ,000
5. Professional and business fees (e.g., legal, accounting, consulting, scientific and property management fees)		F62601 \$ <input type="text"/> ,000
6. Utilities (e.g., electricity, water and gas)		F61801 \$ <input type="text"/> ,000
7. Office and computer related expenses (e.g., office supplies, postage and computer upgrades)		F62505 \$ <input type="text"/> ,000
8. Telephone, Internet and other telecommunication		F61802 \$ <input type="text"/> ,000
9. Business taxes, licenses and permits (e.g., beverage tax, business tax, license fees and property taxes)		F61901 \$ <input type="text"/> ,000
10. Royalties, franchise fees and memberships Exclude: Crown royalties		F62001 \$ <input type="text"/> ,000
11. Crown charges (for logging, mining and energy industries only)		F62506 \$ <input type="text"/> ,000

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CAN\$ '000

12. Rental and leasing Include: land, buildings, equipment and vehicles	F62101 \$ [] ,000
13. Repair and maintenance Include: buildings, equipment and vehicles	F62201 \$ [] ,000
14. Amortization and depreciation	F61601 \$ [] ,000
15. Insurance	F62301 \$ [] ,000
16. Advertising, marketing, promotion, meals and entertainment	F62507 \$ [] ,000
17. Travel, meetings and conventions	F62508 \$ [] ,000
18. Financial services (e.g., bank charges and transaction fees)	F62401 \$ [] ,000
19. Interest expense	F69101 \$ [] ,000
20. Other non-production-related costs and expenses Include: bad debts, loan losses, donations, political contributions and inventory write-down	F62509 \$ [] ,000
21. All other costs and expenses — please specify: Include: intracompany expenses	
F62512 []	F62511 \$ [] ,000
22. Total expenses (sum of questions 1 to 21)	F60000 \$ [] ,000

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Industry characteristics

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 \$ [] ,000
2. Rental income – commercial/non-residential properties	F45833 \$ [] ,000
3. Rental income – mini-warehouses and self-storage units	F45834 \$ [] ,000
4. Other residential real estate rental Include: rental or leasing of land for residential use (e.g., trailer and mobile home parks)	F45835 \$ [] ,000
5. Other commercial/non-residential real estate rental Include: rental and leasing of land for commercial/non-residential use, (e.g., land for commercial or industrial use and agricultural land)	F45836 \$ [] ,000
6. Revenue from property management services	F45166 \$ [] ,000
7. Revenue from goods purchased for resale as is (e.g., drinks, food, games)	F43003 \$ [] ,000
8. Other related sales — please specify: F43175 []	F43005 \$ [] ,000
9. Total sales of goods and services (sum of questions 1 to 8)	F43000 \$ [] ,000

Percentage

10. Percentage of total revenue from real estate investment trusts	F51306 [] [] [] %
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Selected expenditure information

Please provide selected expenditure information.

	CAN\$ '000
11. Property management fees	F62604 \$ [] ,000
12. Real estate commissions	F62514 \$ [] ,000
13. Value of inducements to tenants	F62515 \$ [] ,000
14. Transfer taxes and lot levies	F61902 \$ [] ,000
15. Property taxes	F61903 \$ [] ,000
16. Mortgage interest	F69102 \$ [] ,000

Property information

Please provide property information.

17. Number of buildings owned and/or managed at year end

18. Number of rental units owned and/or managed at year end

19. Square feet rented or leased
(commercial / non-residential only)

**Residential
Number**

**Commercial/
non-residential
Number**

B20012

B20013

B20014

B20015

B20016

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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

hours

minutes

How long did you spend collecting the data and completing the questionnaire?

:

Comments

We invite your comments below.
If necessary, please attach a separate sheet.
Please be assured that we review all comments with the intent of improving the survey.

B00002

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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 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