

2016 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 ou ATS 1-855-382-7745

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.

Your information may also be used by Statistics Canada for other statistical and research purposes.

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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** or **TTY 1-855-382-7745**.

Statistics Canada
Operations and Integration Division
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Visit our website, www.statcan.gc.ca

Reporting instructions

- Please print in ink.
- **Report** dollar amounts in **thousands of Canadian dollars** ('000).
- **Exclude** sales tax.
- Percentages should be rounded to whole numbers.
- When precise figures are not available, please provide your best estimates.
- Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.

Business or organization and contact information

1. Please **verify or provide** the business or organization's **legal and operating name** and correct where needed.

Note: Legal name modifications should only be done to correct a spelling error or typo.

Legal name

Operating name (if applicable)

2. Please **verify or provide the contact information** of the designated business or organization contact person for this questionnaire and correct where needed.

Note: The designated contact person is the person who should receive this questionnaire. The designated contact person may not always be the one who actually completes the questionnaire.

First name

Last name

Title

Preferred language of communication

English

French

Mailing address (number and street)

City

Province, territory or state

Postal code or ZIP code

Example: A9A 9A9 or 12345-1234

Country

Email address

Example: user@example.gov.ca

Telephone number (including area code)

Example: 123-123-1234

Extension number
(if applicable)

Fax number (including area code)

Example: 123-123-1234

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3. Please **verify or provide the current operational status** of the business or organization identified by the legal and operating name.

B00323

001 Operational → **Go to question 4**

002 Not currently operational

e.g., temporarily or permanently closed, change of ownership

→ Why is this business or organization not currently operational?

B00309

002 Seasonal operations → **Go to question 3a.**

003 Ceased operations → **Go to question 3b.**

004 Sold operations → **Go to question 3c.**

005 Amalgamated with (an) other business(es) or organization(s) → **Go to question 3d.**

006 Temporarily inactive but will re-open → **Go to question 3e.**

007 No longer operating due to other reason(s) → **Go to question 3f.**

3a. Seasonal operations

When did this business or organization close for the season?

Date B00217

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

When does this business or organization expect to resume operations?

Date B00218

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

 → **Go to question 4**

3b. Ceased operations

When did this business or organization cease operations?

Date B00211

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

Why did this business or organization cease operations?

B00311

001 Bankruptcy

002 Liquidation

003 Dissolution

004 Other reasons — specify:

B00312

} → **Go to question 4**

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3c. Sold operations

When was this business or organization sold?

Date B00212

What is the legal name of the buyer?

B00406

→ Go to question 4

3d. Amalgamated with (an) other business(es) or organization(s)

When did this business or organization amalgamate?

Date B00213

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

B00407

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

B00408

→ Go to question 4

3e. Temporarily inactive but will re-open

When did this business or organization become temporarily inactive?

Date B00214

When does this business or organization expect to resume operations?

Date B00215

Why is this business or organization temporarily inactive?

B00313

→ Go to question 4

3f. No longer operating due to other reason(s)

When did this business or organization cease operations?

Date B00216

Why did this business or organization cease operations?

B00314

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4. Please **verify or provide the current main activity** of the business or organization identified by the legal and operating name.

Note: The described activity was assigned using the North American Industry Classification System (NAICS).

B05002

#{NAICS_Title_E.Prefill}

001



Go to next section

002

Other main activity → Please provide a **brief but precise description** of this business or organization's **main activity**.

e.g., breakfast cereal manufacturing, shoe store, software development

B05003

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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, 2016 and March 31, 2017.

	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**

CAN\$ '000
F43459

3. What was the total e-commerce revenue in this reporting period?

If precise figures are not available, please provide your best estimate.

€\$,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

B05164_m1

b. Via your company website

B05164_m2

c. Via a third-party website

B05164_m3

d. Via Electronic Data Interchange (EDI)

B05164_m4

e. Other methods — please specify:

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

B05165_r1

b. Prefer to maintain current business model

B05165_r2

c. Lack of skilled workers to implement and maintain e-commerce infrastructure

B05165_r3

d. Cost of development is too high

B05165_r4

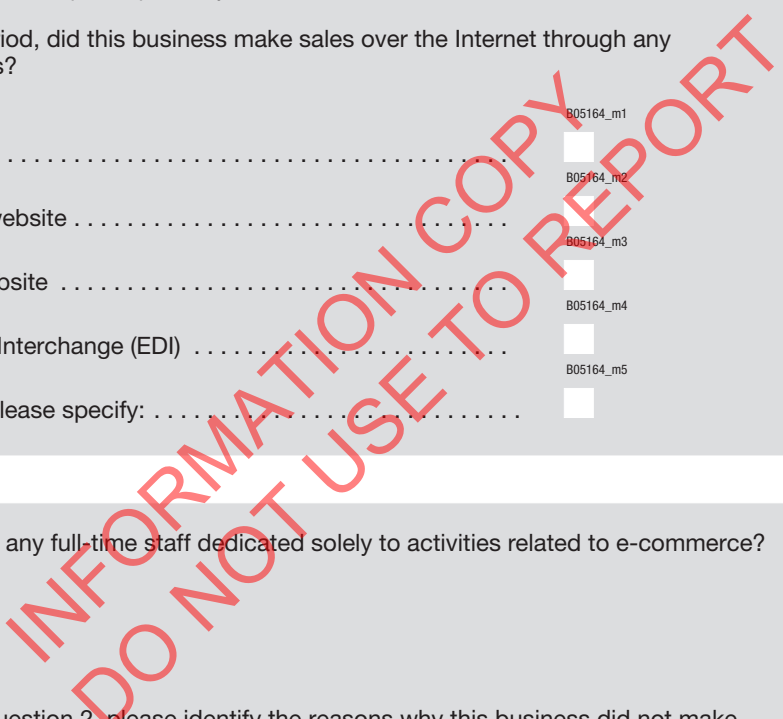
e. Security concerns

B05165_r5

f. Other reasons — please specify:

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

Percentage

10. Percentage of total revenue from real estate investment trusts	F51306 <input type="text"/> %
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Selected expenditure information

Please provide selected expenditure information.

	CAN\$ '000
11. Property management fees	F62604 \$ <input type="text"/> ,000
12. Real estate commissions	F62514 \$ <input type="text"/> ,000
13. Value of inducements to tenants	F62515 \$ <input type="text"/> ,000
14. Transfer taxes and lot levies	F61902 \$ <input type="text"/> ,000
15. Property taxes	F61903 \$ <input type="text"/> ,000
16. Mortgage interest	F69102 \$ <input type="text"/> ,000

Property information

Please provide property information.

	Residential Number	Commercial/ non-residential Number
17. Number of buildings owned and/or managed at year end	B20012 <input type="text"/>	B20013 <input type="text"/>
18. Number of rental units owned and/or managed at year end	B20014 <input type="text"/>	B20015 <input type="text"/>
19. Square feet rented or leased (commercial / non-residential only)	<input type="text"/>	B20016 <input type="text"/>

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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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