



## EXPLANATIONS

### GENERAL INFORMATION

**A. A separate Housing Unit Data Form** must be filled out for **each housing unit**. A Housing Unit Data Form must also be filled out for **one-family Houses**.

A **housing unit** is defined as a room or a number of rooms plus the adjoining spaces which form a self-contained unit and which are equipped with at least a kitchen or a kitchenette.

A Housing Unit Data Form must also be filled out for **vacant** housing units. This provision applies also to holiday apartments in private homes even if they are used for only a small fraction of the year.

**B.** The following are **not** considered to be a housing unit:

- a) Temporary or makeshift quarters
- b) Trailers or mobile homes (not even if they are on a permanent foundation and have service hook-ups)
- c) Single rooms without a kitchen or kitchenette (e.g. accommodations at a hotel or a bed & breakfast at one's work location)
- d) Communal accommodations, e.g. in retirement homes, dormitories or nurses quarters
- e) Apartments or holiday apartments belonging to tourist businesses (not even those with a kitchen or kitchenette)

**C.** If there is a **local unit** in the housing unit (question 4), a "local unit of Employment Questionnaire" must be filled out (please request this form from your census institution or municipality!) and be handed in along with the other census forms.

**D.** The owner of the housing unit or a person duly authorised by him/her is responsible for filling out the Housing Unit Data Form. If the housing unit is **vacant**, the building owner or his/her authorised representative is responsible for doing so (e.g. property manager). The Housing Unit Data Form is to be filled out and then submitted along with the other national census forms. **Strict secrecy** is maintained for all individual data items in accordance with the Federal Statistics Act 2000.

### INFORMATION ON THE INDIVIDUAL QUESTIONS

#### QUESTION 1:

If the rooms of a **given housing unit** are arranged one above the other on two or more floors, the floor should be indicated on which the main entry door to the housing unit is located.

A **habitable attic** is defined as all stories with inclined ceilings throughout (or in part of the storey) (even those with semi-high exterior walls) regardless of whether the interior work was done when the building was initially built or subsequently.

In this item, you should indicate important **rooms** and other **facilities** of the housing unit:

A **kitchenette** is part of another room.

You should mark **WC inside the dwelling** even if it is located in the bathroom.

**Inhabitable rooms** are defined as living rooms, bedrooms, nurseries, and "guest rooms" (for relatives, acquaintances).

Inhabitable rooms **do not include** storage rooms, pantries, walk-in closets, verandas, etc.

**Rooms used for commercial purposes** and **rooms rented out to tourists** which are not used by the household are not to be included here. Rooms that are rented out to boarders only seasonally and used by the household the rest of the year are to be included in this count.

#### QUESTION 2:

Please enter only whole numbers for the square meters; **no** decimal points.

The **useable floor space** of the housing unit is the sum of all

inhabitable rooms, kitchens and adjoining rooms. For one-family houses, the floor space of hallways, stairways, etc. should be included here. Open balconies and terraces and cellars and attics should not be included in the count unless they are equipped for living purposes.

Rooms rented out to tourists only seasonally should be included but not commercially used rooms and rooms rented out to tourists which are never lived in by the household.

#### QUESTION 3:

The primary type of **heating** refers to the type used in the **majority of the rooms** during the main heating season (last winter). "District heating or block heating" should be marked not only if heat is provided by a district heating plant but also if a block heating plant supplies heat to several buildings within a housing complex.

If a **one-family house** is centrally heated and if the questions on heating were already answered in the Building Data Form (question 4), only the item "Central heating system for building" should be marked on the Housing Unit Data Form; the question regarding fuel need not be answered on the Housing Unit Data Form. **Electric heating (permanently attached radiators)** should also be marked for example when there is a system for direct electric heating of floors, walls or ceilings.

The **primary fuel used** should only be indicated if the housing unit has its own central heating or individual stove(s) heating system.

#### QUESTION 4:

The question regarding a **local unit in the housing unit** is also used to determine the local units of the self-employed who use (part of) their housing unit as a local unit: e.g. the medical practice of a physician, the law practice of a lawyer, a tailor's workshop.

The housing unit (= registered office) counts as a local unit even for the self-employed whose place of work constantly changes (e.g. self-employed taxi drivers, self-employed sales representatives).

A housing unit is not considered to contain a local unit merely because private rooms are rented out or work is done at home (not even teleworking).

#### QUESTION 5:

**Main tenant** can be based both on the Law of Tenancy and on the Act for Non-Profit Building Associations. Principal tenant should be marked for apartments in city-owned public housing, co-operative apartments (under a lease or contract of use) and for rented freehold dwellings; rent-to-buy housing units that will not be able to be purchased until a later date should also be included.

**Use of housing unit by building owner** includes the following situations:

- Units in one-family houses and duplexes which are inhabited by the building owner and
- Apartments of the building owner in an apartment house even if they are treated as rental units in the accounts.

**Freehold dwellings (owner used)** should be marked if the owner co-owns the property and has the exclusive right of use to a housing unit. There must be a concluded contract on the basis of the **Freehold Dwellings Act** between the co-owners regardless of whether or not it has already been entered in the Land Register; this item should also be marked if such an apartment ownership contract is pending.

**Company-owned apartment and an apartment provided in kind:** A company-owned apartment is a fringe benefit in addition to pay; with an apartment provided in kind, the use is part of the pay (e.g. in farming).

**"Other legal relationship":** This includes for example housing units rented as "Second apartments for recreational purposes", apartments provided to retired farmers by their children as part of the transfer of the farm, and apartments in senior citizen residential complexes which are inhabited with "right of residence for life" but not on the basis of the Law of Tenancy.

For further information, please contact your enumerator or your municipality (census office)