### PRINCIPALITY OF MONACO

# HOUSING QUESTIONNAIRE

### GENERAL POPULATION CENSUS 2000

#### FORM NUMBER 1

# MUNICIPAL GOVERNMENT (MAIRIE) OF MONACO

# DEPARTMENT OF ECONOMIC EXPANSION DIVISION OF STATISTICS AND ECONOMIC STUDIES

Box to be completed by the census taker:

Census District number.

Building number.

Dwelling number.

# BOX TO BE COMPLETED BY THE CENSUS TAKER

Dwelling occupied by Mr/Mrs/Ms...... (name in capital letters, and usual first name)

NUMBER OF FORMS No. 2 COLLECTED (check this box after verifying the questionnaires collected)

Full address

Street and number

- Vacant premises
- No answer at residence

# A. LOCATION OF THE DWELLING WITHIN THE BUILDING (IF THE BUILDING CONTAINS TWO DWELLINGS OR MORE)

- (a) Stairway:
- (b) Floor:
- (c) Location on floor:

If the entry door to the dwelling has a number, indicate that number

### B. TYPE OF DWELLING

- Ordinary dwelling.
- Independent room(s) (example: maid's room) rented, sublet, or lent to individuals (indicate principal dwelling to which the rooms are attached).
- Furnished room in a hotel, a boarding house, etc.

• Boat(s) (answer questions 5, 8, 10, 12, 13, 14 and 15; do not complete the housing form; file separately)

Law 1165 of 23 December 1999 regulating the treatment of personal information applies to the responses given to this questionnaire. It guarantees individuals the right to access and to correct the data concerning them.

Do not write in the boxes below

#### LIST OF PERSONS LIVING IN THE DWELLING

Each person who normally lives in the dwelling, even if absent at the time of the census, must be recorded either in list A or in list B below. Do not overlook young children. [Translator's note: the above text runs onto the next page]

#### LIST A

Record below the persons living in the dwelling, including persons traveling for business or pleasure, fishermen at sea, persons operating vessels for airline or shipping companies;

Do not include the persons listed in the instructions for List B opposite (read those instructions before completing list A).

- If you are lodging domestic servants, apprentices or persons employed in your service, record them below (list A)
- If you have boarders (or children with a wet nurse) living with you, record them below (list A)
- If you sublet (or if you lend) a portion of your dwelling, record below your subtenants (or the persons you are lodging). However, if the sub-tenants (or lodgers) live in completely independent rooms, i.e. with outside access either directly or through common areas of the building (stairway, vestibule etc.), for example a maid's room that is completely separate from the dwelling itself, you must treat these independent rooms as a distinct dwelling, for which a separate housing questionnaire must be completed. In this case, do not record the sub-tenants in the list below and do not count the rooms they occupy in the makeup of the dwelling (page 4).

# COMPLETE AN INDIVIDUAL QUESTIONNAIRE FORM No. 2 FOR EACH PERSON IN LISTS A AND B

FAMILY NAME (for a woman,	USUAL FIRST NAME	FAMILY RELATIONSHIP with the
indicate also her maiden name)		head of household. Indicate for example: head of household - wife - son - mother - daughter-in-law - nephew, etc Or: friend - boarder - subtenant - domestic - housed employee, etc.
If there are more than 15 persons to record, use a supplementary housing questionnaire form		

#### LIST B

Record below the persons who are part of your household and who are currently in one of the following situations, in Monaco or abroad:

- Military conscripts.
- Children in boarding school, students lodging elsewhere during the school year.
- Children placed elsewhere with a wet nurse.
- Children placed as domestics, employees or apprentices and housed with their employer (or at their workplace).
- Patients in a sanatorium, hospital, clinic, etc.
- Elderly or infirm persons placed in a retirement home or hospital facility.
- Other persons absent for a long time (more than six months).

FAMILY NAME	USUAL FIRST	FAMILY	DESIGNATION OF
(for a woman,	NAME	RELATIONSHIP	THE
indicate also her		with the head of	ESTABLISHMENT
maiden name)		household	where the person
			concerned is
			currently residing
1	2	3	4

### FOR VISITORS

Living with you at the time of the census, but normally residing elsewhere (relatives, friends, travellers etc.)

- 1. Do not record any of these persons in lists A or B above.
- 2. Do not complete an individual questionnaire for them.

# COMPOSITION AND EQUIPMENT OF THE DWELLING (please provide accurate answers to the following 15 questions)

### 1. CATEGORY OF DWELLING

- Principal residence.
- Secondary residence.

### 2. TYPE OF DWELLING

- Dwelling within a multi-dwelling building.
- Individual house.
- Independent room (with its own entry).
- Hotel room.
- Home for the aged.
- Dwelling in a building used for purposes other than housing (factory, workshop, office building, store, school, college, hospital, municipal office, train station, post office, stadium, etc.).

### 3. NUMBER OF ROOMS

### **INHABITED ROOMS**

- Do not count any rooms that are used only for business.
- Count rooms such as bedrooms, dining room, living room, regardless of their floor area.
- Do not count the kitchen unless its floor area is greater than 12 m<sup>2</sup>.
- Do not count hallways, corridors, bathrooms, toilets (WC), laundry room etc.

### ROOMS USED EXCLUSIVELY FOR BUSINESS PURPOSES

#### 4. CHARACTERISTICS OF THE DWELLING

### HABITABLE FLOOR AREA:

- Less than 20 m<sup>2</sup>.
- From 20 to less than 40 m<sup>2</sup>.
- From 40 to less than 60 m<sup>2</sup>.
- From 60 to less than 80 m<sup>2</sup>.
- From 80 to less than 100 m<sup>2</sup>.
- 100 m<sup>2</sup> or more.

## 5. A. IF YOU ARE THE OWNER, ARE YOU:

• The sole owner

- Spouse or partner of the owner
- Joint owner with your spouse or partner

of the dwelling or the building in which your dwelling is located? (Include all forms of ownership, including lease-purchase arrangements)

## B. IF YOU ARE RENTING, ARE YOU:

1. The lessee?

The spouse or partner of the lessee? Joint lessee with your spouse or partner?

2. Housed by your employer? (Rent-free or not, for the duration of your work contract). Housed free by relatives? (including persons occupying a building that they have sold with life interest or over which they enjoy usufruct rights)

A tenant or sub-tenant of a dwelling rented unfurnished?

A tenant or sub-tenant of a dwelling rented furnished, or of a hotel room?

- 3. Specify the quality of your landlord:
  - Government.
  - Public agency.
  - Private.
  - Legal person (a business).
- 4. Do you have a written lease?

Yes. No.

Specify its duration (years)

#### 6 WATER SUPPLY

### RUNNING WATER IN THE DWELLING:

- One or more hot water taps (individual or collective water heater).
- Cold water only.
- No running water in the dwelling, but a water tap within the building (on the same floor, at the landing, or on another floor).

#### 7 GAS

You may check box 1 or box 2, or both

- Dwelling connected to the public (municipal) distribution network.
- Bottled gas, gas tank) butane, propane, etc.).
- No public hook-up and no bottled gas or gas tank.

### 8. SANITARY FACILITIES

None 1 2 3 or more

Number of: bathtubs;

showers; toilets

### 9. METHOD OF HEATING

- Collective central heating system (common to all or most of the dwellings in the building, including district heating system).
- Individual central heating, with own furnace (include electric heating with wall radiators).
- Other means of heating (stove, fireplace, space heaters, storage heaters, etc.)

## 10. INTERIOR EQUIPMENT

How many of the following do the inhabitants of the dwelling possess?

None 1 2 3 or more

- Radios.
- Television sets.
- VCRs.
- Fixed telephones.
- Portable telephones.

- Fax machines.
- "Minitels" (electronic directory terminal).
- Microcomputers.
- Internet connections.
- Microwave ovens.
- Refrigerators-freezers.
- Dishwashers.
- Washing machines.
- Clothes dryers.
- Air-conditioning units.

# 11. MAIN FUEL USED FOR HEATING (regardless of heating method)

# Check only one box:

- District heating.
- Municipal/piped gas.
- Heating oil.
- Electricity.
- Bottled gas or gas tank.
- Solar energy.

### 12. AUTOMOBILES

None 1 2 3 or more

How many do you possess?

How many are parked:

- In a private parking space within the building?
- In a private parking space outside the building?
- In a public parking space within the building?
- In a public parking space outside the building?
- On the street?

#### 13. MOTORCYCLES

None 1 2 3 or more

How many do you possess?

How many are parked:

- In a private parking space within the building?
- In a private parking space outside the building?
- In a public parking space within the building?
- In a public parking space outside the building?
- On the street?

## 14. BOATS 1. Do you own a boat? Yes. No.

2. If yes, how long is it? Less than 5 m; from five to 10 m; more than 10 m.

## 15. DOMESTIC ANIMALS

- 1. Do you have any domestic animals? Yes. No.
- 2. If yes: number of dogs;

number of cats;

others. 1. 2. 3 or more

### PRINCIPALITY OF MONACO

# INDIVIDUAL QUESTIONNAIRE

#### GENERAL POPULATION CENSUS 2000

### FORM NUMBER 2

## MUNICIPAL GOVERNMENT (MAIRIE) OF MONACO

# DEPARTMENT OF ECONOMIC EXPANSION DIVISION OF STATISTICS AND ECONOMIC STUDIES

Box to be completed by the census taker:

Census District number.

Building number.

Dwelling number.

To be completed after the Housing Questionnaire (Form No. 1)

This form must be completed by ALL PERSONS shown in lists A and B of the Housing Questionnaire, including young children. Place an X in the appropriate box.

## 1. SURNAME AND FIRST NAME

Write surname in capital letters.

Example: DUVAL, Mrs. DUPONT, Marie

# 2. ADDRESS

No. Street

3. SEX. Male Female

### 4. MARITAL STATUS

Check only the box that applies to your current situation: for example, a widower or a divorcee who has remarried will check box 2.

- Single.
- Married.
- Widowed.
- Divorced.

#### 5. DATE AND PLACE OF BIRTH

Born: Day Month Year

Country (Department for France)

### 6. NATIONALITY

- Monégasque (Monaco)
- French.
- Other nationality. Which?

# 7. WHERE WERE YOU LIVING ON 1 JANUARY 1990? (for all persons born before 1 Jan 1990)

If on 1 Jan 1990 you were on military service or in boarding school or undergoing treatment in a health institution, indicate the address of your personal residence at that date, and not that of the establishment (barracks, school, sanatorium etc.).

- In the same dwelling as currently.
- In another dwelling in Monaco
- In another country. Indicate the country:

(Department and commune for France). If on 1 Jan 1990 you were not living in Monaco in what year did you come or return to Monaco?

### 8. FOR ALL CHILDREN UNDER 16 YEARS

- (a) Is the child:
  - With a wet nurse?
  - In a nursery?
  - In preschool?
  - In school?
- (b) In Monaco? Outside Monaco?
- (c) In a:
  - Public establishment?
  - Private establishment?

## 9 FOR ALL PERSONS OVER 16 YEARS. Indicate your highest diploma

- Primary school certificate.
- Elementary/Junior high school certificate
- CAP
- BEP
- Baccalaureate, technical or other certificate (BEA, BEC, BEI, etc.)
- Undergraduate university degree, BTS, DUT, diploma in social or health sciences

- Master's degree
- Doctorate or engineering degree
- Grande école diploma, teacher's certificate (agrégation).

10. At what age did you cease regular attendance at a school (including vocational or technical school) or university?

Years

Law 1165 of 23 Dec 1999 regulating the treatment of personal information applies to the responses given to this questionnaire. It guarantees individuals the right to access and to correct the data concerning them.

Continued overleaf

#### FOR ALL PERSONS OVER 16 YEARS

### IF YOU ARE ENGAGED IN AN OCCUPATIONAL ACTIVITY

### 11. YOUR VOCATION

Indicate the profession or trade in which you are currently engaged. Be specific: for example, maintenance electrician, truck driver, electrical design draughtsman, electric appliances salesman, accountant, etc.

### 12. OCCUPATIONAL CATEGORY

- Business executive.
- Merchant.
- Professional
- Senior manager (director, deputy director, secretary-general, head of department, head of research, etc.).
- Middle-level manager (all managers other than senior).
- Employee.
- Foreman, team leader.
- Labourer, semiskilled labourer.
- Semiskilled worker (OS, O1, O2, O3).
- Skilled worker (P1, P2, P3, TA, OP, OQ).
- Service personnel (domestic).
- Farmer.
- Farm worker.
- Other

# 13. STATUS

- Non-salaried independent worker.
- Salaried independent worker.
- Employer.
- Non-salaried family helper (spouse, child or other member of the family).
- Employee of a private establishment.
- Employee of a public establishment.
- Working at home.
- Employee of a public utility (gas, electricity, bus service, sanitation).
- Employee of the State or the Commune.
- Clergy.
- Other

### 14. WORKING CONTRACT

(a) Nature of the working contract:

- Indefinite term.
- Trainee.
- Apprentice.
- Placed by a temporary help agency.
- Seasonal.
- Term contract
- (b) Are you working: part-time? Full-time?
- (c) Do you occasionally engage in another paid activity? Yes. No.
- 15. PLACE OF WORK

### WHERE DO YOU WORK?

- (a) Address of your workplace:
  - Monaco: Number Street
  - France: City, Department (code).
  - Other country
- (b) Name of employer (industrial, commercial, administrative etc.)
- (c) Activity of employer:

Be specific. Examples: wholesale wine merchant, structural steel fabrication, cotton mill, passenger road transport, etc.

(d) Address of employer (if different from that reported in question 15).

Number. Street.

Commune and department or country

# 16. WHAT MODE OF TRANSPORT DO YOU MOST OFTEN USE TO GO TO WORK?

- No transport (work at home).
- Walk to work only.
- Bicycle, motorcycle etc.
- Private car.
- Train.
- Other public transport.

# IF YOU ARE NOT ENGAGED IN AN OCCUPATIONAL ACTIVITY OR ARE UNEMPLOYED:

### 17. YOUR SITUATION

# (a) Are you:

- a stay-at-home father or mother?
- another person over 16 years at home?
- unemployed?
- retired, or no longer in business?
- pupil?
- student?
- unpaid trainee?
- other, specify

# (b) Are you unemployed?

Are you looking for work? Yes. No.

If so, have you been looking for more than a year? Yes. No.

#### PRINCIPALITY OF MONACO

#### HOUSING CENSUS SCHEDULE

#### GENERAL POPULATION CENSUS 2000

#### FORM NUMBER 4

## MUNICIPAL GOVERNMENT (MAIRIE) OF MONACO

# DEPARTMENT OF ECONOMIC EXPANSION DIVISION OF STATISTICS AND ECONOMIC STUDIES

*Box to be completed by the census taker:* 

Census District number.

Building number.

### SCHEDULE TO BE COMPLETED BY THE CENSUS TAKER

- 1. For any inhabited building of whatever nature, regardless of the materials used, including outdated/rundown buildings.
- 2. For any building used as housing, even if unoccupied at the time of the census (vacant dwellings and secondary residences), except for buildings being demolished or declared unfit for habitation.
- 3. For any group of administrative, industrial or commercial buildings, even if inhabited.

For particular cases, refer to the Census Taker's Manual

Full address. Number. Street.

Do not write in these boxes

Give any other indicators useful for identifying the building.

# LIST OF DWELLINGS

- Use one line for each dwelling covered by a housing questionnaire (organize the housing questionnaires for the building within this schedule in the order of the list below). If there is no dwelling in the building, write "none" on the first line.
- Do not record premises occupied by group/communal households.

(From column 4 below) Number of:

• Principal residences.

- Vacant dwellings. Secondary residences.
- No-response residences

# Total number of dwellings

Dwelling	Location within the	Name of occupant	Category of	Number of forms
number	building (stairwell, floor,		dwelling (1to 4):	No. 2 collected
	location on the floor,		see box CL on	
	dwelling or room number,		form FL.	
	etc.)			

List continues on page 2.

Total: partial (enter at the top of page 2) general

# LIST OF DWELLINGS (continued from page 1)

To be completed by the census taker

Dwelling	Location within the	Name of occupant	Category of	Number of forms
number	building (stairwell, floor,		dwelling (1to 4):	No. 2 collected
	location on the floor,		see box CL on	
	dwelling or room number,		form FL.	
	etc.)			

	Enter partial total from page 1
Total: partial (enter at the top of page 2) general (enter on page 1 of the first schedule)	

# LIST OF DWELLINGS (continued from page 2)

To be completed by the census taker

Dwelling	Location within the	Name of occupant	Category of	Number of forms
number	building (stairwell, floor,	_	dwelling (1to 4):	No. 2 collected
	location on the floor,		see box CL on	
	dwelling or room number,		form FL.	
	etc.)			

Enter partial total from page 2
Enter partial total from page 2

If there are more than 60 dwellings in the building, use another schedule as an insert, giving it the same building number as the first.

Total: partial (enter on page 2 of the next insert, if any) general (complete from the final schedule for the building and enter on page 1 of the first schedule)

#### CHARACTERISTICS OF THE BUILDING

### 1. TYPE OF BUILDING

- Multiple-unit building used entirely or mainly for housing.
- Individual villa (detached house).
- Furnished accommodation.
- Hotel.
- Building used primarily for industrial, commercial, administrative or public purposes. Such building may include one or more dwellings for live-in staff (this is often the case for the director, the concierge, etc.). Specify the exact nature of the building:

Example: 5. Factory, workshop, store, warehouse.

- 6. Store, warehouse, bank, office building.
- 7. Hospital, clinic, asylum.

School, boarding school, college.

Administrative building, municipal office, military barracks, train station, museum, church, stadium, etc.

## Parking

If you are not sure about a particular case, describe it:

#### 2. MAIN MATERIALS

- Traditional masonry.
- Concrete.

### 3. YEAR OF CONSTRUCTION

If parts of the building were built at different times, indicate the year of completion of the inhabited portion, or of the largest inhabited portion. If the building has been reconstructed or its height raised, indicate the year this was done.

- Before 1871.
- From 1871 to 1914.
- From 1915 to 1948.
- From 1949 to 1961.
- From 1962 to 1967.
- From 1968 to 1974.
- From 1975 to 1981.
- From 1982 to 1989.
- 1990 or later.

In this case, specify the year of completion.

### 4. ACCESS TO YOUR BUILDING:

- Doorman/concierge.
- Intercom.
- Digital code.
- Other

#### 5. NUMBER OF FLOORS:

Including inhabitable attic stories. Do not count cellars or basements; a raised ground floor is treated as an ordinary ground floor, but the lower level then counts as a floor.

If the building contains several wings, indicate the number of floors in the tallest part of the building.

#### 6. ELEVATOR

How many elevators are there in the building?

0 1 2 3 or more

### 7. GAS

Is the building connected to a gas network? Yes. No.

### 8. CENTRAL HEATING

For detached houses with central heating, check box 3.

- District (municipal) heating system
- Central heating system for a group of buildings.
- Central heating system for this one building or house.
- Building or house with no central heating system.

If you have checked box 2 or 3, indicate fuels used:

- Fuel oil.
- Gas.
- Electricity.
- Other (specify)

### 9. GARAGES

- 1. Is there a public parking facility in the building? If yes, indicate its capacity: ......vehicles
- 1. Is there a private parking facility in the building? If yes, indicate its capacity: .....vehicles.

MUNICIPAL	GENERAL POPULATION	
GOVERNMENT OF	CENSUS	
MONACO	OF THE PRINCIPALITY OF	
	MONACO	
	14 HINE 31 HH V 2000	

DEPARTMENT OF ECONOMIC EXPANSION DIVISION OF STATISTICS AND ECONOMIC STUDIES

### I. WHAT IS THE CENSUS FOR?

All countries undertake a general population census on a regular basis, to determine the number of inhabitants and the distribution of the population by age, occupation, and economic activity, and to analyze migration patterns, the composition and equipment of buildings and dwellings, etc. This information is essential for understanding the country's demographic, economic or social problems.

Pursuant to Ministerial Decree 2000-72 of 23 February 2000, the 2000 General Census is compulsory for all persons who have their principal residence in Monaco.

Statistical secrecy guarantees that individual information from the census questionnaires cannot be disclosed by the departments that hold such information. Nor can it be used for purposes of taxation or administrative control of any kind.

Law 1165 of 23 December 1999 regulating the treatment of personal information applies to the responses given to this questionnaire. It guarantees individuals the right to access and to correct the data concerning them.

#### II. WHO CONDUCTS THE CENSUS?

Census takers have been appointed in each district to help you complete the forms. Please cooperate with them fully to facilitate their work.

The census taker will have an official letter of accreditation delivered by the municipal government, which you should ask to see.

On 14 June or thereafter, a census taker will visit your home. He will deliver documents specially prepared for your attention.

Cooperating fully with the census takers in their work is a very important civic duty that imposes virtually no burden on anyone. That is why the Municipal Government and Department of Economic Expansion are counting on your participation and they thank you in advance for your assistance to the census takers.

#### 3. HOW DO I COMPLETE THE FORMS?

Before answering a question, read carefully the corresponding explanations. In case of difficulty, consult the census taker. For some questions, little boxes have been provided for your answer: you should place a clearly written X in the box that corresponds to your situation. For example, in question 3 of the individual questionnaire, a man will respond:

SEX Male [tick mark] Female

You can call a toll-free telephone number ("green number") for any information you need:

8000 2000 (from 9 a.m. to 12 noon and from 2 p.m. to 6 p.m., Monday to Friday)

### IV. HOW DO I RETURN THE FORMS?

There are several ways to return the forms:

• By mail, using the envelope supplied for this purpose: general case

### Otherwise:

- Leave it with the concierge or the doorman of your building.
- Deliver it directly to the Department of Economic Expansion, 9, rue du Gabian, Fontvieille.
- You can make an appointment for the census taker to pick it up at your home.

By following these few recommendations, and the instructions that the census taker will give you, you will facilitate the work of the Department of Economic Expansion (DEE) and its Division of Statistics and Economic Studies (DSEE), who thank you.

#### GENERAL POPULATION CENSUS

### From 14 June to 31 July 2000

The Mayor advises the people of the Principality that, pursuant to Ministerial Decree 2000-72 of 23 February 2000, published in the Journal of Monaco on 25 February 2000, a general population census will be conducted from 14 June to 31 July 2000.

This census is compulsory for all persons living in Monaco.

Census takers have been appointed in each district to help you complete the forms. Please cooperate with them fully to facilitate their work.

The census taker will have an official letter of accreditation delivered by the municipal government, which you should ask to see.

On 14 June or thereafter, a census taker will visit your home. He will deliver documents specially prepared for your attention.

A second visit will be arranged later to pick up the completed forms for each family.

If the census taker cannot meet you to pick up the questionnaires, you can leave them with the concierge of your building or you can mail them in the envelope provided for this purpose, to the address shown on it.

The Census is designed solely to establish the statistical documentation essential for analyzing demographic, social and economic problems of interest in the Principality. Cooperating fully with the census takers in their work is a very important civic duty that imposes virtually no burden on anyone. That is why the Municipal Government and the Department of Economic Expansion are counting on your participation and they thank you in advance for your assistance to the census takers.

If you have any problems, please contact the Census Bureau, Department of Economic Expansion, Division of Statistics, 9 rue du Gabian, Monaco, tel. 8000 2000.

[Signed] Anna-Marie CAMPORA

["Page 16" is blank]

#### PRINCIPALITY OF MONACO

### MUNICIPAL GOVERNMENT (MAIRIE) OF MONACO

# DEPARTMENT OF ECONOMIC EXPANSION DIVISION OF STATISTICS AND ECONOMIC STUDIES

### **GENERAL POPULATION CENSUS 2000**

# NOTICE TO REAL ESTATE AGENTS, MANAGERS, SUPERINTENDANTS, CONCIERGES AND SECURITY GUARDS OF BUILDINGS

Pursuant to Ministerial Decree 2000-72 of 23 February 2000, published in the Journal of Monaco on 25 February 2000, a general population census will be conducted from 14 June to 31 July 2000.

This census is compulsory for all persons who have their principal residence in Monaco.

The census will be conducted under the responsibility of the Mayor, with the technical support of the Department of Economic Expansion, using census takers specifically appointed by the Mayor.

The above-mentioned ministerial decree REQUIRES YOU to cooperate as fully as possible with the census taker in fulfilling his task

### CENSUS TAKER ROUNDS

The census taker will begin his rounds on 14 June. He will have with him an official letter from the municipal government. You should demand to see it if necessary.

The census taker will ask you to post a readily visible notice advising building residents of his visit.

### LIST OF DWELLINGS IN THE BUILDING

The census taker will need to verify the list of dwellings in the building, their exact location (stairwell, floor, location on the floor), the name of the occupant (head of household) and the number of occupants in each dwelling, before distributing the census forms.

Please cooperate with the census taker in verifying this list, by indicating:

- Dwellings that are actually occupied.
- Vacant dwellings (no occupant), whether or not they are available for sale or rent.
- Dwellings inhabited on an occasional basis (secondary residences).

• Portions of the building that are not normally intended to house a family but that are nevertheless rented or sublet (for example, maid's rooms occupied by young couples, persons living alone, etc.)

#### DISTRIBUTION OF THE CENSUS FORMS

The census taker must deliver in each building:

- A HOUSING QUESTIONNAIRE (form No. 1), for which he will have previously filled out the first page.
- As many INDIVIDUAL QUESTIONNAIRES (form No. 2) as there are occupants in the dwelling.

If the census taker is unable to contact certain residents himself, he will ask you to pass on these documents, which you will then have to retrieve.

He will also provide you with a few additional forms for use as needed.

#### COLLECTION OF COMPLETED FORMS

The census taker will collect the completed forms. If certain residents cannot be reached, they may return their questionnaires in a pre-stamped envelope provided for this purpose.

### CHECKING OF FORMS

The census taker is responsible for collecting the forms. He will ask you to help him.

The census taker must check that the forms have been correctly completed and, if necessary, he will correct and complete them with your assistance.

If anyone asks you for advice on how to answer a question, you should refer that person to the census taker, who will provide any needed explanations.

If anyone refuses to complete the forms, after being told that this operation is COMPULSORY, you must so advise the census taker.

THE CENSUS IS INTENDED SOLELY TO PROVIDE THE STATISTICAL DOCUMENTATION ESSENTIAL FOR ANALYZING DEMOGRAPHIC, ECONOMIC AND SOCIAL PROBLEMS. IT CANNOT BE USED TO THE PREJUDICE OF RESIDENTS.

A SUCCESSFUL CENSUS IS VERY IMPORTANT. THE COOPERATION YOU PROVIDE THE CENSUS TAKERS WILL BE GREATLY APPRECIATED BY THE MUNICIPAL GOVERNMENT AND BY THE DEPARTMENT OF ECONOMIC EXPANSION, WHO THANK YOU WARMLY IN ADVANCE.

IN CASE OF DIFFICULTIES, CONTACT THE DEPARTMENT OF ECONOMIC EXPANSION, DIVISION OF STATISTICS AND ECONOMIC STUDIES (location: 9 rue du Gabian, Fontvieille, Monaco). Toll-free telephone number 8000 2000 (from 9 a.m. to 12 noon and from 2 p.m. to 6 p.m., Monday to Friday).