Association Information

Effective July 1, 2025, all condominium and cooperative associations are required to create an online account with the Division of Condominiums, Timeshares and Mobile Homes (CTMH). To streamline the process and enhance reporting accuracy, the form to submit **Association Information** is now accessible through the Department of Business and Professional Regulation's online portal.
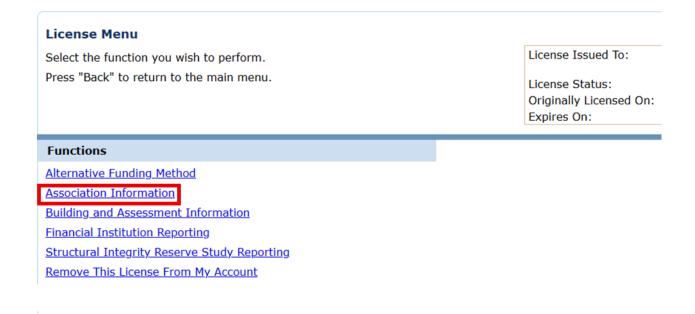
To visit the Department's online portal and create an account, click the link below:
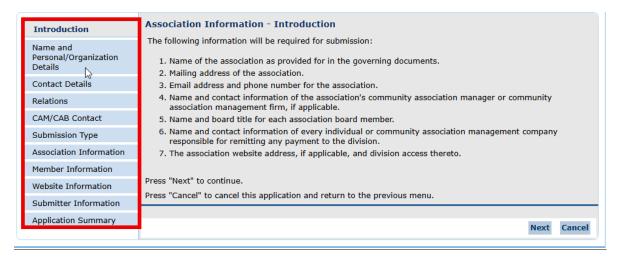
- DBPR's Online Portal

The Division has created step-by-step instructions for the creation of the online account. To view instructions for creating an account and linking the association's managing entity to the account, click the link below:

- Creating an Account and Linking the Association's Managing Entity
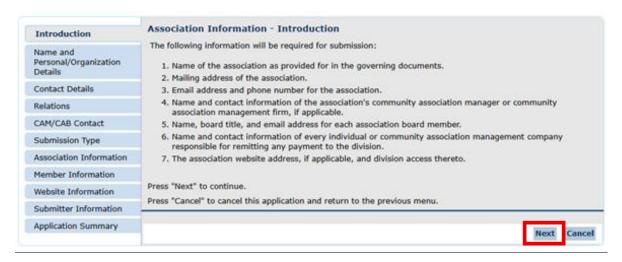
Once logged in, and after linking the account to the managing entity/association, you will see the following menu options on the License Menu page. This guide will cover the menu options for Association Information. Please note, once you click on the menu option, the information will not be saved until the form is completed. If you exit the form early, the information entered will be lost and you will have to start again.

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To:

License Status:
Originally Licensed On:
Expires On:

Functions

Alternative Funding Method
Association Information
Building and Assessment Information
Financial Institution Reporting
Structural Integrity Reserve Study Reporting
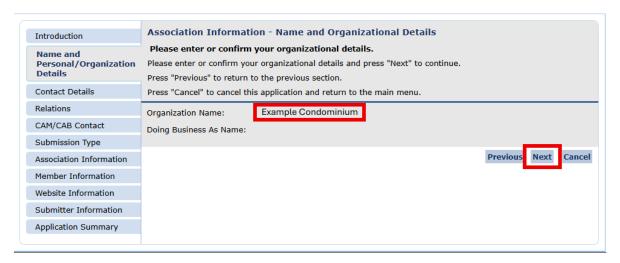Remove This License From My Account

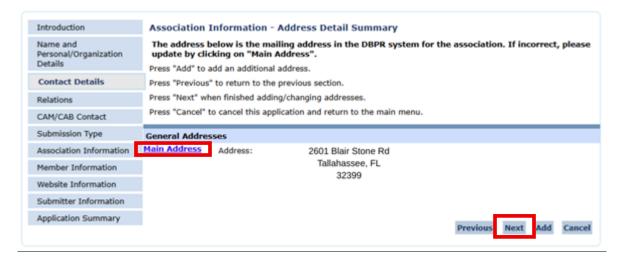All sections on the left will need to be completed.

The first page on the Association Information portal is the list of instructions and information needed for submission. After reviewing the instructions and information required, click Next to proceed to continue.
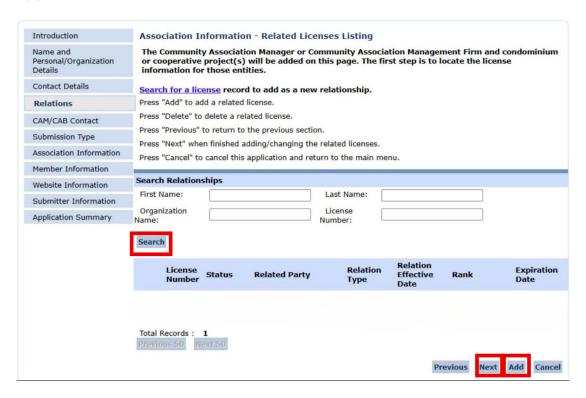
The next page is to confirm the association for which information will be submitted. In the example below, the association is listed as "Example Condominium". Once you have confirmed the correct name, click Next to continue.
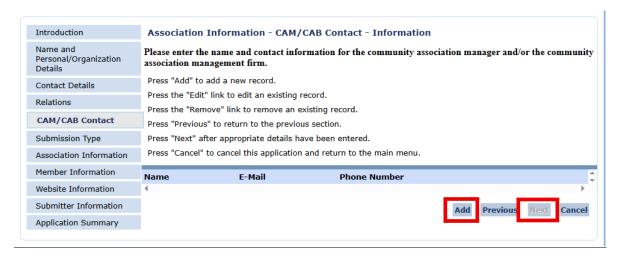

The next page will show the address the Division has on file for the association. To edit the address, click Main Address and enter the correct address. Once the address is confirmed as correct, click Next.
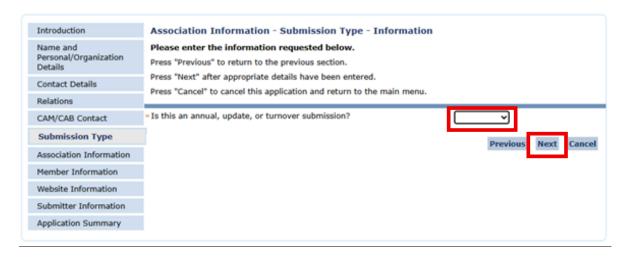
The Relations page shows all community association manager (CAM) or community association management firm (CAB) licenses and condominium or cooperative project(s) related to the association license. To add a related license, type the name of the related license or project, or the license number if known, and click Search. To view instructions on how to search for licensee details, click here. After the list is complete, click Next to continue.
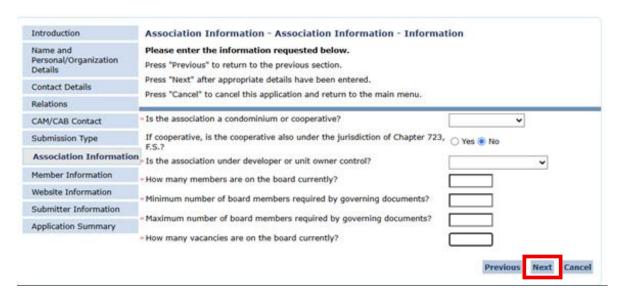
The next page is to add the contact information for the association's CAM or community association management firm (CAB). To add the contact information, click Add and fill out the name, email, and phone number for the CAM or CAB.
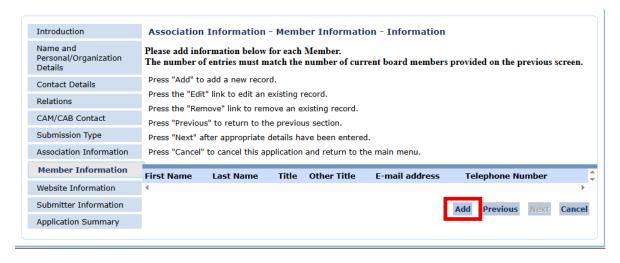

The Submission Type page is to indicate if you are providing the required annual submission, an updated submission, or a submission for turnover from a developer. After using the drop down menu to make a selection, click Next to continue.
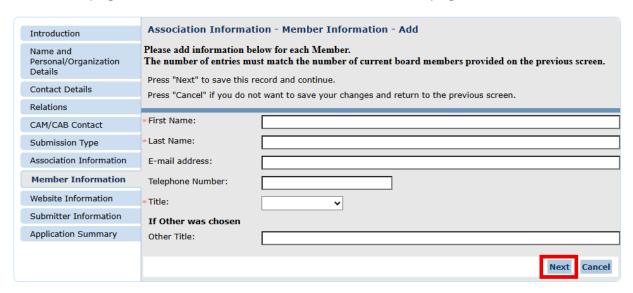
The next page is the Association Information page, where you will answer questions related to the association. Only cooperatives must answer the second question, to indicate whether or not also under the jurisdiction of Chapter 723, F.S. Once the information has been filled in, click Next to continue.
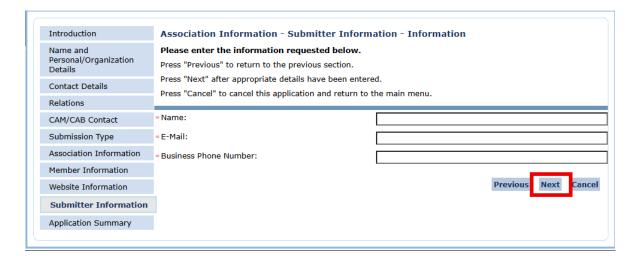

On the Member Information page, provide the required information for each current board member. Use the Add button to open a new record and enter information for a current board member. The number added should match the current number of board members from the previous page.

After clicking the Add button, you will be directed to the below screen. Fill out the information for each board member individually and click Next to complete the submission for the board member's information. Once you have entered the information for all board members and the number of board members matches the number on the Association Information page, click Next on the Member Information main page to continue.

The next page requires that the information of the individual completing the form be submitted for questions or clarification about the submitted information. Once the submitter's information has been filled out, click Next to continue.

On the Application Summary page, the submitted information will be listed. Please check the information for completeness and accuracy. If errors are identified, you can click on the previous button at the bottom of every page to get to the page that needs revision. Once the information has been confirmed, there is an attestation that must be completed before clicking on the Submit button.