

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.

Introduction

Name and Personal/Organization Details

Contact Details

Relations

CAM/CAB Contact

Submission Type

Association Information

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Website Information

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Application Summary

Association Information - Introduction

The following information will be required for submission:

1. Name of the association as provided for in the governing documents.
2. Mailing address of the association.
3. Email address and phone number for the association.
4. Name and contact information of the association's community association manager or community association management firm, if applicable.
5. Name and board title for each association board member.
6. Name and contact information of every individual or community association management company responsible for remitting any payment to the division.
7. The association website address, if applicable, and division access thereto.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the previous menu.

Next Cancel

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.

Introduction

Name and Personal/Organization Details

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Association Information - Introduction

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2. Mailing address of the association.
3. Email address and phone number for the association.
4. Name and contact information of the association's community association manager or community association management firm, if applicable.
5. Name, board title, and email address for each association board member.
6. Name and contact information of every individual or community association management company responsible for remitting any payment to the division.
7. The association website address, if applicable, and division access thereto.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the previous menu.

Next Cancel

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.

Introduction	Association Information - Name and Organizational Details
Name and Personal/Organization Details	Please enter or confirm your organizational details. Please enter or confirm your organizational details and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
Contact Details	
Relations	Organization Name: Example Condominium
CAM/CAB Contact	Doing Business As Name:
Submission Type	
Association Information	Previous Next Cancel
Member Information	
Website Information	
Submitter Information	
Application Summary	

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.

Introduction	Association Information - Address Detail Summary	
Name and Personal/Organization Details	The address below is the mailing address in the DBPR system for the association. If incorrect, please update by clicking on "Main Address". Press "Add" to add an additional address.	
Contact Details	Press "Previous" to return to the previous section.	
Relations	Press "Next" when finished adding/changing addresses.	
CAM/CAB Contact	Press "Cancel" to cancel this application and return to the main menu.	
Submission Type	General Addresses	
Association Information	Main Address	Address: 2601 Blair Stone Rd Tallahassee, FL 32399
Member Information		
Website Information		
Submitter Information		
Application Summary		
	Previous Next Add Cancel	

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.

Introduction	Association Information - Related Licenses Listing							
Name and Personal/Organization Details	The Community Association Manager or Community Association Management Firm and condominium or cooperative project(s) will be added on this page. The first step is to locate the license information for those entities.							
Contact Details	Search for a license record to add as a new relationship.							
Relations	Press "Add" to add a related license.							
CAM/CAB Contact	Press "Delete" to delete a related license.							
Submission Type	Press "Previous" to return to the previous section.							
Association Information	Press "Next" when finished adding/changing the related licenses.							
Member Information	Press "Cancel" to cancel this application and return to the main menu.							
Website Information	Search Relationships							
Submitter Information	First Name: <input type="text"/> Last Name: <input type="text"/>							
Application Summary	Organization Name: <input type="text"/> License Number: <input type="text"/>							
	<input type="button" value="Search"/>							
	<table><thead><tr><th>License Number</th><th>Status</th><th>Related Party</th><th>Relation Type</th><th>Relation Effective Date</th><th>Rank</th><th>Expiration Date</th></tr></thead></table>	License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date		
	Total Records : 1							
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Add"/> <input type="button" value="Cancel"/>							

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.

Introduction	Association Information - CAM/CAB Contact - Information						
Name and Personal/Organization Details	Please enter the name and contact information for the community association manager and/or the community association management firm.						
Contact Details	Press "Add" to add a new record.						
Relations	Press the "Edit" link to edit an existing record. Press the "Remove" link to remove an existing record.						
CAM/CAB Contact	Press "Previous" to return to the previous section.						
Submission Type	Press "Next" after appropriate details have been entered.						
Association Information	Press "Cancel" to cancel this application and return to the main menu.						
Member Information	<table border="1"><thead><tr><th>Name</th><th>E-Mail</th><th>Phone Number</th></tr></thead><tbody><tr><td colspan="3"> </td></tr></tbody></table>	Name	E-Mail	Phone Number			
Name	E-Mail	Phone Number					
Website Information							
Submitter Information							
Application Summary							

[Add](#) [Previous](#) [Next](#) [Cancel](#)

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.

Introduction	Association Information - Submission Type - Information
Name and Personal/Organization Details	Please enter the information requested below.
Contact Details	Press "Previous" to return to the previous section.
Relations	Press "Next" after appropriate details have been entered.
CAM/CAB Contact	Press "Cancel" to cancel this application and return to the main menu.
Submission Type	Is this an annual, update, or turnover submission?
Association Information	
Member Information	
Website Information	
Submitter Information	
Application Summary	

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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.

Introduction	Association Information - Association Information - Information	
Name and Personal/Organization Details	Please enter the information requested below.	
Contact Details	Press "Previous" to return to the previous section.	
Relations	Press "Next" after appropriate details have been entered.	
CAM/CAB Contact	Press "Cancel" to cancel this application and return to the main menu.	
Submission Type	Is the association a condominium or cooperative? <input type="text"/>	
Association Information	If cooperative, is the cooperative also under the jurisdiction of Chapter 723, F.S.? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Member Information	Is the association under developer or unit owner control? <input type="text"/>	
Website Information	How many members are on the board currently? <input type="text"/>	
Submitter Information	Minimum number of board members required by governing documents? <input type="text"/>	
Application Summary	Maximum number of board members required by governing documents? <input type="text"/>	
	How many vacancies are on the board currently? <input type="text"/>	
	<div> <input type="button" value="Previous"/> <input checked="" type="button" value="Next"/> <input type="button" value="Cancel"/> </div>	

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.

Introduction	Association Information - Member Information - Information					
Name and Personal/Organization Details	Please add information below for each Member.					
Contact Details	The number of entries must match the number of current board members provided on the previous screen.					
Relations	Press "Add" to add a new record.					
CAM/CAB Contact	Press the "Edit" link to edit an existing record.					
Submission Type	Press the "Remove" link to remove an existing record.					
Association Information	Press "Previous" to return to the previous section.					
Member Information	Press "Next" after appropriate details have been entered.					
Website Information	Press "Cancel" to cancel this application and return to the main menu.					
Submitter Information						
Application Summary						
	First Name	Last Name	Title	Other Title	E-mail address	Telephone Number
	<div> <input checked="" type="button" value="Add"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </div>					

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.

Introduction	Association Information - Member Information - Add	
Name and Personal/Organization Details	Please add information below for each Member. The number of entries must match the number of current board members provided on the previous screen.	
Contact Details	Press "Next" to save this record and continue.	
Relations	Press "Cancel" if you do not want to save your changes and return to the previous screen.	
CAM/CAB Contact	* First Name:	<input type="text"/>
Submission Type	* Last Name:	<input type="text"/>
Association Information	E-mail address:	<input type="text"/>
Member Information	Telephone Number:	<input type="text"/>
Website Information	* Title:	<input type="text"/>
Submitter Information	If Other was chosen	
Application Summary	Other Title:	<input type="text"/>
		<input type="button" value="Next"/> <input type="button" value="Cancel"/>

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.

Introduction	Association Information - Submitter Information - Information	
Name and Personal/Organization Details	Please enter the information requested below.	
Contact Details	Press "Previous" to return to the previous section.	
Relations	Press "Next" after appropriate details have been entered.	
CAM/CAB Contact	Press "Cancel" to cancel this application and return to the main menu.	
Submission Type	* Name:	<input type="text"/>
Association Information	* E-Mail:	<input type="text"/>
Member Information	* Business Phone Number:	<input type="text"/>
Website Information		
Submitter Information		
Application Summary		<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>

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.

Introduction	Association Information - Affirmation
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Submit" to complete this transaction. Press "Cancel" to cancel and return to the main menu.
Contact Details	
Relations	Please read the following statements and answer "Yes" or "No" at the bottom.
CAM/CAB Contact	I understand that an electronic signature shall have the same force and effect as a written signature.
Submission Type	<input type="radio"/> Yes
Association Information	<input type="radio"/> No
Member Information	
Website Information	
Submitter Information	
Application Summary	

[Previous](#) [Submit](#) [Cancel](#)