Building and Assessment Info

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 **Building and Assessment Information** is now accessible through the Department of Business and Professional Regulation's online portal.

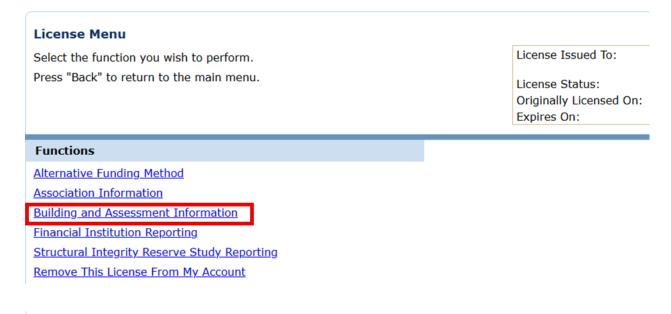
To visit the Department's online portal and create an account, click the link below:

DBPR's Online Portal

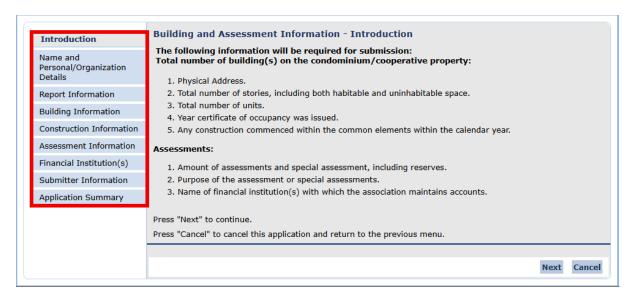
The Division has created step-by-step instructions for the creation of the online account. To view instructions for creating an account and linking the association's managing entity to the account, click the link below:

Creating an Account and Linking the Association's Managing Entity

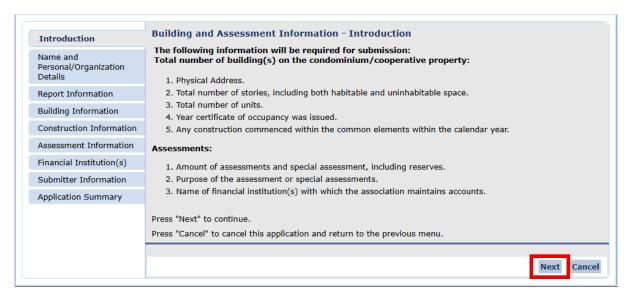
Once logged in, and after linking the account to the association, you will see the following menu options on the License Menu page. This guide will cover the menu options for the Building and Assessment Information. Please note, once you click on the menu option, the information will not be saved until the form is completed. If you exit the form early, the information entered will be lost and you will have to start again.



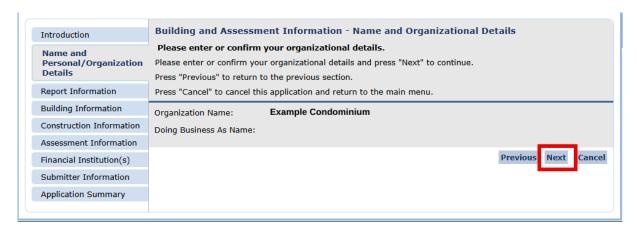
All sections on the left will need to be completed.



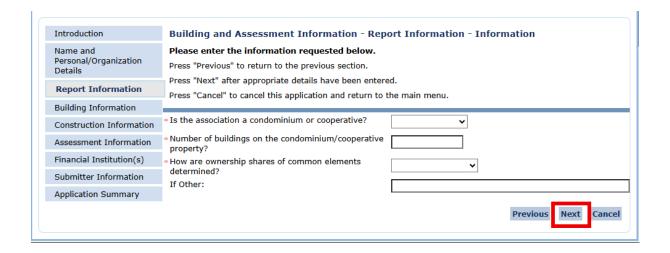
The first page on the Association Information portal is the list of instructions and information needed for submission. After reviewing the instructions and information required, click Next to continue.



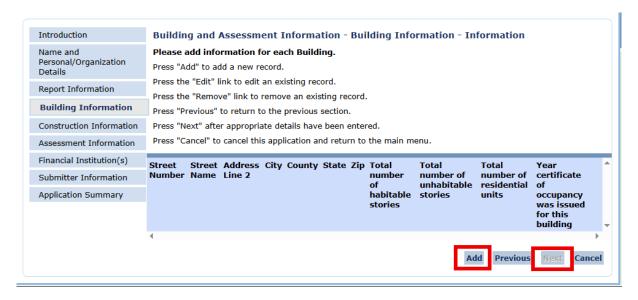
The next page is to confirm the association for which information will be submitted. In the example below, the association is listed as "Example Condominium". Once you have confirmed the correct name, click Next to continue.



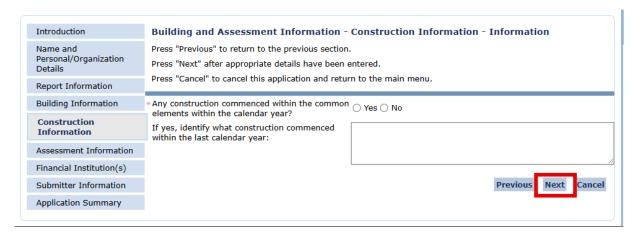
On the Report Information page, please answer if the association is a condominium, the number of buildings on the condominium/cooperative property, and how are the ownership shares of common elements determined. Once you have filled out the information, click Next to continue.



The Building Information page is where you will provide information for each building individually. Use the Add button to open a new record to enter the required information for each building. Please note, the number of buildings on this screen should match the number of buildings on the property listed on the previous page. Once the information for each building is complete, click Next to continue.



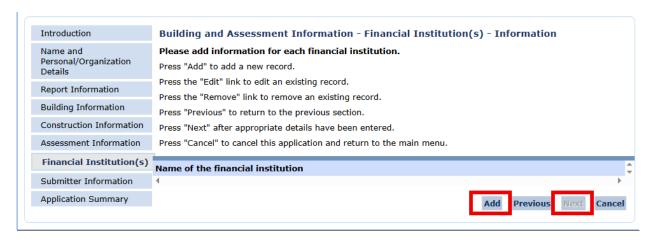
On the Construction Information page, you should indicate if any construction commenced within the common elements during the calendar year, January 1 – December 31. If yes, please describe the construction in the common elements, cost and when the construction was started and completed. Once you have filled in the information, click Next to continue.



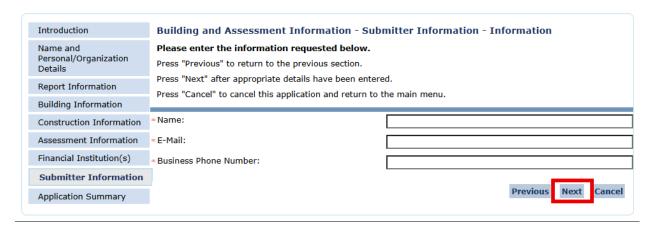
On the Assessment Information page, please provide information about the total annual amount collected from unit owners excluding reserves, total monetary amount of reserves collected, total number of special assessments issued, and the total monetary amount of special assessments for the current year and for next year's anticipated assessments. If there was a special assessment issued, provide the purpose(s) of the assessment(s). The format for the answer boxes requires the answer to be submitted as a monetary value (Example: \$1,000). Once you have completed this page, click Next to continue.

Introduction	Building and Assessment Information - Assessment Information - Information
Name and Personal/Organization Details	The following information is requested for the association's assessments for the current year and the assessments anticipated to be collected for the following year.
Report Information	Press "Previous" to return to the previous section.
Building Information	Press "Next" after appropriate details have been entered.
Construction Information	Press "Cancel" to cancel this application and return to the main menu.
Assessment Information	* Total annual amount collected in the current year
Financial Institution(s)	(excluding reserves): **Total annual amount of reserves collected:
Submitter Information	Total number of special assessments issued:
Application Summary	**Total annual amount of special assessments issued: Purpose(s) of the special assessment:
	Following year's anticipated assessments (money format \$1,000):
	**Total annual amount proposed to be collected for the following year (excluding reserves): **Total annual amount of proposed reserves to be collected: **Total number of anticipated special assessments: **Total annual amount of anticipated special assessments: Purpose(s) of the special assessment:
	Previous Next Cancel

The Financial Institution page is where you list all of the financial institutions that the association maintains an account with. To add a financial institution, click the Add button and type the name of the institution. When the list of financial institutions is complete, click Next 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 needing revision. Once the information has been confirmed, there is an attestation that must be completed before clicking on the Submit button.

Introduction	Building and Assessment Information - Application Summary		
Name and Personal/Organization Details	Please review your information for completeness and accuracy. If errors are identified, click on the "Previous" button to make your corrections. If the information is correct then click on the "Next" button to submit this information.		
Report Information	Review the data and press "Submit" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel and return to the main menu.		
Building Information			
Construction Information	Press Cancer to cance	and return to the main menu.	
Assessment Information	Building and Assessment Information Summary		
Financial Institution(s)	License Type: Application Date:	Managing Entity 07/09/2025 (mm/dd/yyyy)	
Submitter Information	Organization Detail:		
Application Summary	Organization Name:	Example Condominium	