

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.**

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	Building and Assessment Information - Introduction
Name and Personal/Organization Details	The following information will be required for submission:
Report Information	Total number of building(s) on the condominium/cooperative property:
Building Information	1. Physical Address.
Construction Information	2. Total number of stories, including both habitable and uninhabitable space.
Assessment Information	3. Total number of units.
Financial Institution(s)	4. Year certificate of occupancy was issued.
Submitter Information	5. Any construction commenced within the common elements within the calendar year.
Application Summary	Assessments:
	1. Amount of assessments and special assessment, including reserves.
	2. Purpose of the assessment or special assessments.
	3. Name of financial institution(s) with which the association maintains accounts.
	Press "Next" to continue.
	Press "Cancel" to cancel this application and return to the previous menu.
	<div>Next Cancel</div>

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.

Introduction	Building and Assessment Information - Introduction
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Application Summary	Assessments:
	1. Amount of assessments and special assessment, including reserves.
	2. Purpose of the assessment or special assessments.
	3. Name of financial institution(s) with which the association maintains accounts.
	Press "Next" to continue.
	Press "Cancel" to cancel this application and return to the previous menu.
	<div>Next Cancel</div>

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	Building and Assessment 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.
Report Information	
Building Information	Organization Name: Example Condominium
Construction Information	Doing Business As Name:
Assessment Information	
Financial Institution(s)	
Submitter Information	
Application Summary	
	Previous Next Cancel

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.

Introduction	Building and Assessment Information - Report Information - Information
Name and Personal/Organization Details	Please enter the information requested below. Press "Previous" to return to the previous section. Press "Next" after appropriate details have been entered. Press "Cancel" to cancel this application and return to the main menu.
Report Information	
Building Information	
Construction Information	Is the association a condominium or cooperative? <input type="text"/>
Assessment Information	Number of buildings on the condominium/cooperative property? <input type="text"/>
Financial Institution(s)	How are ownership shares of common elements determined? <input type="text"/>
Submitter Information	If Other: <input type="text"/>
Application Summary	
	Previous Next Cancel

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.

Introduction	Building and Assessment Information - Building Information - Information
Name and Personal/Organization Details	Please add information for each Building. Press "Add" to add a new record. Press the "Edit" link to edit an existing record. Press the "Remove" link to remove an existing record. Press "Previous" to return to the previous section. Press "Next" after appropriate details have been entered. Press "Cancel" to cancel this application and return to the main menu.
Report Information	
Building Information	
Construction Information	
Assessment Information	
Financial Institution(s)	
Submitter Information	
Application Summary	

Street Number	Street Name	Address Line 2	City	County	State	Zip	Total number of habitable stories	Total number of unhabitable stories	Total number of residential units	Year certificate of occupancy was issued for this building

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.

Introduction	Building and Assessment Information - Construction Information - Information
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Next" after appropriate details have been entered. Press "Cancel" to cancel this application and return to the main menu.
Report Information	
Building Information	
Construction Information	Any construction commenced within the common elements within the calendar year? <input type="radio"/> Yes <input type="radio"/> No If yes, identify what construction commenced within the last calendar year:
Assessment Information	
Financial Institution(s)	
Submitter Information	
Application Summary	

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	Current year assessments (money format \$1,000):
Financial Institution(s)	* Total annual amount collected in the current year (excluding reserves): <input type="text"/>
Submitter Information	* Total annual amount of reserves collected: <input type="text"/>
Application Summary	* Total number of special assessments issued: <input type="text" value="v"/>
	* Total annual amount of special assessments issued: <input type="text"/>
	Purpose(s) of the special assessment: <input type="text"/>
	Following year's anticipated assessments (money format \$1,000):
	* Total annual amount proposed to be collected for the following year (excluding reserves): <input type="text"/>
	* Total annual amount of proposed reserves to be collected: <input type="text"/>
	* Total number of anticipated special assessments: <input type="text" value="v"/>
	* Total annual amount of anticipated special assessments: <input type="text"/>
	Purpose(s) of the special assessment: <input type="text"/>
	<div>Previous Next Cancel</div>

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.

Introduction	Building and Assessment Information - Financial Institution(s) - Information
Name and Personal/Organization Details	Please add information for each financial institution. Press "Add" to add a new record. Press the "Edit" link to edit an existing record.
Report Information	Press the "Remove" link to remove an existing record.
Building Information	Press "Previous" to return to the previous section.
Construction Information	Press "Next" after appropriate details have been entered.
Assessment Information	Press "Cancel" to cancel this application and return to the main menu.
Financial Institution(s)	Name of the financial institution
Submitter Information	
Application Summary	

[Add](#) [Previous](#) [Next](#) [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	Building and Assessment Information - Submitter Information - Information	
Name and Personal/Organization Details	Please enter the information requested below. Press "Previous" to return to the previous section. Press "Next" after appropriate details have been entered. Press "Cancel" to cancel this application and return to the main menu.	
Report Information		
Building Information		
Construction Information	Name:	<input type="text"/>
Assessment Information	E-Mail:	<input type="text"/>
Financial Institution(s)	Business Phone Number:	<input type="text"/>
Submitter Information		
Application Summary		

[Previous](#) [Next](#) [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 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.	
Building Information	Press "Previous" to return to the previous section.	
Construction Information	Press "Cancel" to cancel and return to the main menu.	
Assessment Information	Building and Assessment Information Summary	
Financial Institution(s)	License Type:	Managing Entity
Submitter Information	Application Date:	07/09/2025 (mm/dd/yyyy)
	Organization Detail:	
Application Summary	Organization Name:	Example Condominium