Structural Integrity Reserve Study Reporting Submission

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 Structural Integrity Reserve Study Submission will now be 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

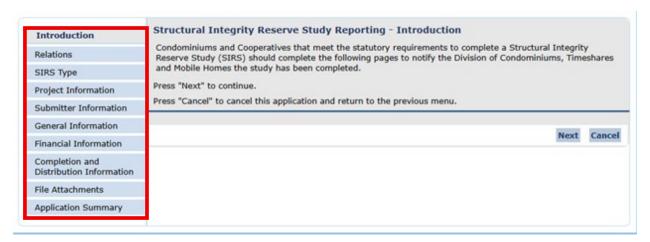
The Division has created step-by-step instructions for the creation of the online account. To view instructions for creating an account and linking the association's managing entity to the account, click the link below:

Creating an Account and Linking the Association's Managing Entity

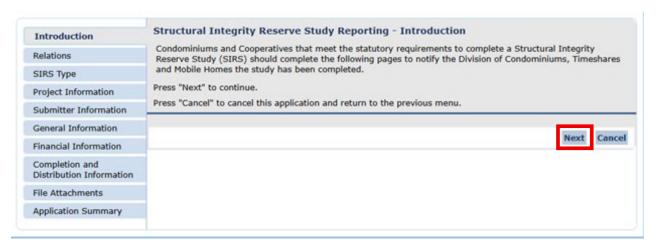
Once logged in, and after linking the account to the managing entity, you will see the following menu options on the License Menu page. This guide will cover the menu options for the Structural Integrity Reserve Study Submission. Please note, once you click on the menu option, the information will not 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

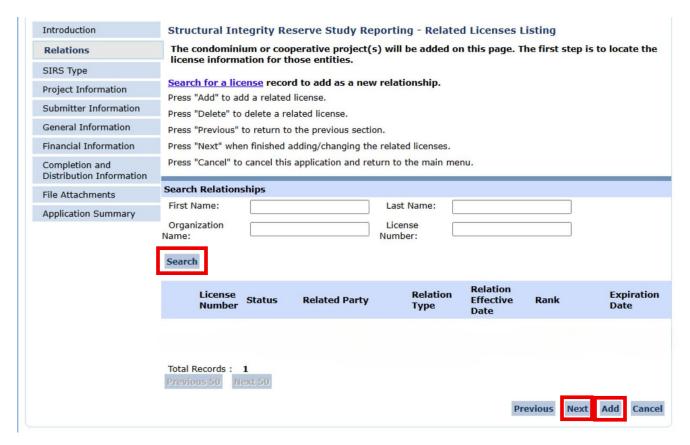
All sections on the left will need to be completed.



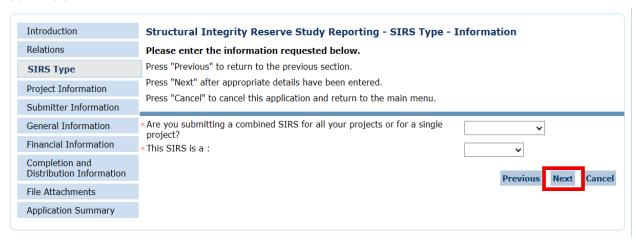
The first page of the Structural Integrity Reserve Study Submission offers an introduction, and a menu of the required items and information needed for your submission. After reviewing this, click Next to proceed.



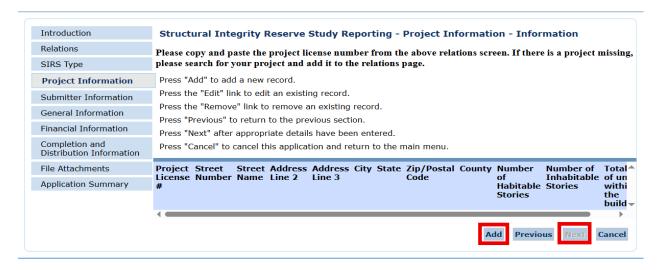
The Relations page shows all community association manager (CAM) or community association management firm (CAB) licenses and condominium or cooperative project(s) related to the association. To add a related license, type the name of the related license or project, or the license number if known, and click Search. To view instructions on how to search for licensee details, click here. Once the search for the related license is complete, click the Add button to add the related license. After the list is complete, click Next to continue.



The SIRS Type page will ask you to specify whether you are submitting a combined SIRS for all association projects or a separate SIRS for a single project and whether the submission is an initial report or an amended version. Once the information is filled out, click Next to continue.



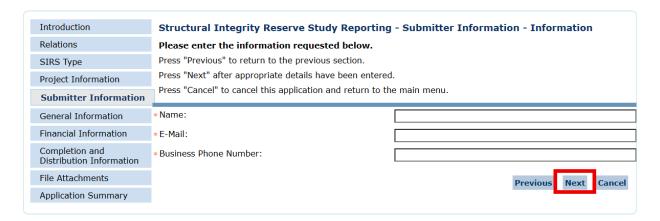
The next page, Project Information will prompt you to list all project license(s) included in SIRS from the previous Relations screen. Use the Add button to open a new record to enter information for each project included in SIRS. For each project in the SIRS enter the following: Project License Number, Address information, Number of Habitable Stories, Number of Inhabitable Stories, Total number of units within the building. Once the list is complete, click Next to continue.



The image below is what the Project Information screen will look like when you click Add. To save the submission for each building, press Next to continue.

Introduction	Structural Integrity Reserve Study Reporting - Project Information - Add
Relations	Please copy and paste the project license number from the above relations screen. If there is a project missing, please search for your project and add it to the relations page. Press "Next" to save this record and continue.
SIRS Type	
Project Information	
Submitter Information	Press "Cancel" if you do not want to save your changes and return to the previous screen.
General Information	*Project License #:
Financial Information	Street Number:
Completion and Distribution Information	*Street Name:
File Attachments	Address Line 3:
Application Summary	Address Line 2:
	*City:
	*State:
	* Zip/Postal Code:
	*County:
	*Number of Habitable Stories:
	*Number of Inhabitable Stories:
	*Total # of units within the building:
	Next Cancel

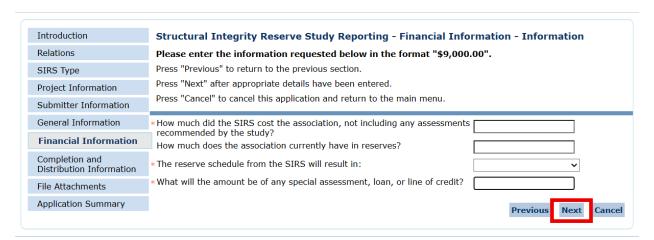
The Submitter's Information page requires the details of the individual completing the form. This information will allow the Division to contact you if there are any questions regarding the submission. Once you have entered the required details, click Next to continue.



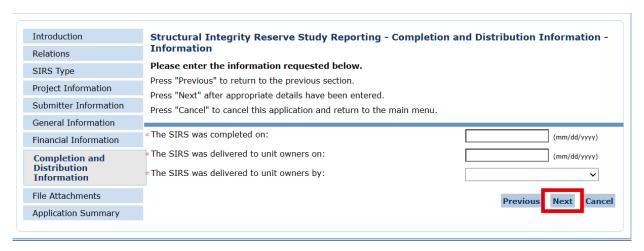
The General Information page will request the following details: the profession type of the individual who completed the SIRS, the name of the licensed or certified professional responsible for completing the SIRS, the license or certification number of that professional, and the name of the company that completed the SIRS. Once you have entered the required information, click Next to continue.

Introduction	Structural Integrity Reserve Study Reporting - General Information - Information
Relations	Please enter the information requested below.
SIRS Type	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.
Project Information	
Submitter Information	
General Information	▶Which profession type completed the SIRS? ✓
Financial Information	* What is the name of the licensed/certified professional that completed the SIRS? * What is the license or certification number of the professional that completed the SIRS? * What is the name of the company that completed the SIRS?
Completion and Distribution Information	
File Attachments	
Application Summary	
	Previous Next Cancel

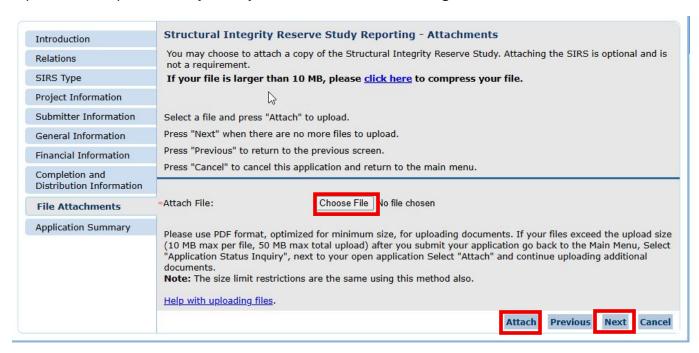
The Financial Information page will prompt you to provide the following details: how much did the SIRS cost the association, not including any assessments recommended by the study, how much does the association currently have in reserves, the reserve schedule from the SIRS will result in either special assessment, loan, or line of credit or if reserves are sufficient, and what will the amount be of any special assessment, loan, or line of credit. Once you have entered the required information, click Next to continue.



The Completion and Distribution page will ask you to provide the following details: the date the SIRS was completed, the date the SIRS was delivered to unit owners, and the method by which the SIRS was delivered to unit owners. Once you have entered the required information, click Next to continue.



The Attachments page will provide you the opportunity to submit your SIRS report. Please note: Click Choose File to select the attachment and the click Attach to upload your SIRS report. This is optional and you may click Next without attaching a file.



The next Application Summary page will display a complete overview of your submitted information. It's important to review all details carefully and ensure everything is correct and complete. If errors are identified, you may click on the previous button at the bottom of every page to get to the page that needs revision. Once you have verified that all details are accurate and complete, you will need to complete an attestation statement before you can click the Submit button to finalize your submission.

