

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.

Introduction	Structural Integrity Reserve Study Reporting - Introduction
Relations	Condominiums and Cooperatives that meet the statutory requirements to complete a Structural Integrity Reserve Study (SIRS) should complete the following pages to notify the Division of Condominiums, Timeshares and Mobile Homes the study has been completed.
SIRS Type	Press "Next" to continue.
Project Information	Press "Cancel" to cancel this application and return to the previous menu.
Submitter Information	
General Information	
Financial Information	
Completion and Distribution Information	
File Attachments	
Application Summary	

Next Cancel

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.

Introduction	Structural Integrity Reserve Study Reporting - Introduction
Relations	Condominiums and Cooperatives that meet the statutory requirements to complete a Structural Integrity Reserve Study (SIRS) should complete the following pages to notify the Division of Condominiums, Timeshares and Mobile Homes the study has been completed.
SIRS Type	Press "Next" to continue.
Project Information	Press "Cancel" to cancel this application and return to the previous menu.
Submitter Information	
General Information	
Financial Information	
Completion and Distribution Information	
File Attachments	
Application Summary	

Next 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. 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.

Introduction

Relations

SIRS Type

Project Information

Submitter Information

General Information

Financial Information

Completion and Distribution Information

File Attachments

Application Summary

Structural Integrity Reserve Study Reporting - Related Licenses Listing

The condominium or cooperative project(s) will be added on this page. The first step is to locate the license information for those entities.

[Search for a license](#) record to add as a new relationship.

Press "Add" to add a related license.

Press "Delete" to delete a related license.

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing the related licenses.

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

Search Relationships

First Name:

Last Name:

Organization Name:

License Number:

Search

License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
----------------	--------	---------------	---------------	-------------------------	------	-----------------

Total Records : 1

Previous 50Next 50

PreviousNextAddCancel

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.

Introduction	Structural Integrity Reserve Study Reporting - SIRS Type - Information		
Relations	Please enter the information requested below.		
SIRS Type	Press "Previous" to return to the previous section.		
Project Information	Press "Next" after appropriate details have been entered.		
Submitter Information	Press "Cancel" to cancel this application and return to the main menu.		
General Information	* Are you submitting a combined SIRS for all your projects or for a single project?	<input type="text"/>	
Financial Information	* This SIRS is a :	<input type="text"/>	
Completion and Distribution Information			
File Attachments			
Application Summary			
		Previous	Next

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.

Introduction	Structural Integrity Reserve Study Reporting - Project Information - Information																																			
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.																																			
SIRS Type																																				
Project Information	Press "Add" to add a new record.																																			
Submitter Information	Press the "Edit" link to edit an existing record.																																			
General Information	Press the "Remove" link to remove an existing record.																																			
Financial Information	Press "Previous" to return to the previous section.																																			
Completion and Distribution Information	Press "Next" after appropriate details have been entered.																																			
File Attachments	Press "Cancel" to cancel this application and return to the main menu.																																			
Application Summary																																				
<table border="1"><thead><tr><th>Project License #</th><th>Street Number</th><th>Street Name</th><th>Address Line 2</th><th>Address Line 3</th><th>City</th><th>State</th><th>Zip/Postal Code</th><th>County</th><th>Number of Habitable Stories</th><th>Number of Inhabitable Stories</th><th>Total of units within the build</th></tr></thead><tbody><tr><td colspan="12"> </td></tr></tbody></table>													Project License #	Street Number	Street Name	Address Line 2	Address Line 3	City	State	Zip/Postal Code	County	Number of Habitable Stories	Number of Inhabitable Stories	Total of units within the build												
Project License #	Street Number	Street Name	Address Line 2	Address Line 3	City	State	Zip/Postal Code	County	Number of Habitable Stories	Number of Inhabitable Stories	Total of units within the build																									
										Add	Previous	Next	Cancel																							

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

Relations

SIRS Type

Project Information

Submitter Information

General Information

Financial Information

Completion and Distribution Information

File Attachments

Application Summary

Structural Integrity Reserve Study Reporting - Project Information - Add

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.

Press "Cancel" if you do not want to save your changes and return to the previous screen.

* Project License #:	<input type="text"/>
Street Number:	<input type="text"/>
* Street Name:	<input type="text"/>
Address Line 3:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip/Postal Code:	<input type="text"/>
* County:	<input type="text" value="v"/>
* Number of Habitable Stories:	<input type="text"/>
* Number of Inhabitable Stories:	<input type="text"/>
* Total # of units within the building:	<input type="text"/>

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.

Introduction	Structural Integrity Reserve Study Reporting - Submitter Information - Information	
Relations	Please enter the information requested below.	
SIRS Type	Press "Previous" to return to the previous section.	
Project Information	Press "Next" after appropriate details have been entered.	
Submitter Information	Press "Cancel" to cancel this application and return to the main menu.	
General Information	* Name:	<input type="text"/>
Financial Information	* E-Mail:	<input type="text"/>
Completion and Distribution Information	* Business Phone Number:	<input type="text"/>
File Attachments		
Application Summary		

[< Previous](#)
[**Next >**](#)
[Cancel](#)

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.	
Project Information	Press "Next" after appropriate details have been entered.	
Submitter Information	Press "Cancel" to cancel this application and return to the main menu.	
General Information	* Which profession type completed the SIRS?	<input type="text"/>
Financial Information	* What is the name of the licensed/certified professional that completed the SIRS?	<input type="text"/>
Completion and Distribution Information	* What is the license or certification number of the professional that completed the SIRS?	<input type="text"/>
File Attachments	* What is the name of the company that completed the SIRS?	<input type="text"/>
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.

Introduction	Structural Integrity Reserve Study Reporting - Financial Information - Information	
Relations	Please enter the information requested below in the format "\$9,000.00".	
SIRS Type	Press "Previous" to return to the previous section.	
Project Information	Press "Next" after appropriate details have been entered.	
Submitter Information	Press "Cancel" to cancel this application and return to the main menu.	
General Information	* How much did the SIRS cost the association, not including any assessments recommended by the study?	<input type="text"/>
Financial Information	How much does the association currently have in reserves?	<input type="text"/>
Completion and Distribution Information	* The reserve schedule from the SIRS will result in:	<input type="text"/>
File Attachments	* What will the amount be of any special assessment, loan, or line of credit?	<input type="text"/>
Application Summary		
		Previous Next Cancel

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.

Introduction	Structural Integrity Reserve Study Reporting - Completion and Distribution Information - Information	
Relations	Please enter the information requested below.	
SIRS Type	Press "Previous" to return to the previous section.	
Project Information	Press "Next" after appropriate details have been entered.	
Submitter Information	Press "Cancel" to cancel this application and return to the main menu.	
General Information		
Financial Information	* The SIRS was completed on:	<input type="text"/> (mm/dd/yyyy)
Completion and Distribution Information	* The SIRS was delivered to unit owners on:	<input type="text"/> (mm/dd/yyyy)
	* The SIRS was delivered to unit owners by:	<input type="text"/>
File Attachments	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	
Application Summary		

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.

Introduction	Structural Integrity Reserve Study Reporting - Attachments	
Relations	You may choose to attach a copy of the Structural Integrity Reserve Study. Attaching the SIRS is optional and is not a requirement.	
SIRS Type	If your file is larger than 10 MB, please click here to compress your file.	
Project Information	Select a file and press "Attach" to upload.	
Submitter Information	Press "Next" when there are no more files to upload.	
General Information	Press "Previous" to return to the previous screen.	
Financial Information	Press "Cancel" to cancel this application and return to the main menu.	
Completion and Distribution Information		
File Attachments	* Attach File:	<input type="button" value="Choose File"/> No file chosen
Application Summary	Please use PDF format, optimized for minimum size, for uploading documents. If your files exceed the upload size (10 MB max per file, 50 MB max total upload) after you submit your application go back to the Main Menu, Select "Application Status Inquiry", next to your open application Select "Attach" and continue uploading additional documents. Note: The size limit restrictions are the same using this method also. Help with uploading files.	
	<input type="button" value="Attach"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

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.

Introduction	Structural Integrity Reserve Study Reporting - Affirmation
Relations	Press "Previous" to return to the previous section.
SIRS Type	Press "Submit" to complete this transaction.
Project Information	Press "Cancel" to cancel and return to the main menu.
Submitter Information	Please read the following statements and answer "Yes" or "No" at the bottom.
General Information	I hereby certify that the information provided in this form is true, accurate, and complete to the best of my knowledge.
Financial Information	I understand that an electronic signature shall have the same force and effect as a written signature.
Completion and Distribution Information	<input type="radio"/> Yes
File Attachments	<input type="radio"/> No
Application Summary	<div>Previous Submit Cancel</div>