Florida Condominiums, Timeshares and Mobile Homes

Condominium Board Member Reporting
You can report your Condominium Board Members at: http://www.myfloridalicense.com/payment

To submit condominium board members you must have an account with the Department of Business and Professional Regulation Online Services.

If you do not have an account you can create one by clicking on the Create Account button.

This will take you to the User Registration page of the Online Application Services page.

Once you have created your account you can login and link your license.
This is done by selecting “Link an Existing License to My Account” under functions on the Main Menu page.

Use the Profession/Business dropdown to select “Condominiums, Cooperatives, Timeshares & Mobile Homes” the click next.

Enter your condominium project license number on the Select License page.
You will need to enter the activation code and security check on the Security Measures page.

This will bring you to the preview page. If the information looks correct you may select the Add button.

This takes you to the confirmation page where you select the next button.
This will bring you back to the Main Menu page. You should see you license listed under “Licenses Linked to My Online Services Account”. Click on the license to go to the License Menu.

Select “Condominium Board Members” listed under Functions on the License Menu. This will open the Condominium Board Members Reporting transaction.

This will take you to the introduction page.

You will go to the Name and Organizational Details page and select Next.
Condominium Board Members - Board Members - Information page is where you enter your Condominium Board Members information. Select the Add button.

Enter the condominium board members name, title and email address. The phone number is optional. Then click next.

Select the Add button to continue adding more condominium board members. You can edit or remove members from this page. Once you have all of them entered you click on the Next button.
The Application Summary will let you review your submission. If everything looks good select the Submit button.

Select Yes and click on Submit on the Affirmation page.

This will take you to the Confirmation page. You will also receive an email with a PDF of the transaction.

Hello,

Thank you for submitting your Board Member reporting information.

Adobe Reader is necessary to view the PDF.


*** Note: This is an automated email. Do NOT reply to this message.

You have now completed the Condominium Board Member Reporting.