

**COLORADO**

**Department of  
Regulatory Agencies**

Division of Real Estate

**“Registration Requirements For Common Interest Communities”**

**May 31<sup>st</sup>, 2024**



# COLORADO

## Department of Regulatory Agencies

### Division of Real Estate

## Registration Requirements For Common Interest Communities

The purpose of this presentation is to provide tips to newly elected board members for 1) determining if their HOA is already registered with DRE and 2) how to update that information. This presentation will also cover Community Association Managers who recently obtained new HOA clientele and how to go about updating that information.



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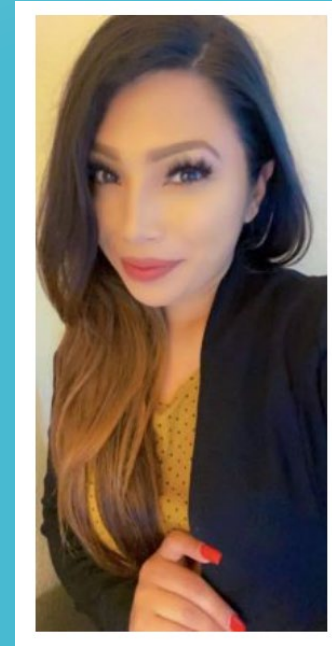
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Regulatory Agencies**

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**Presented by:**

**Amanda Lopez, HOA Information  
Support Specialist**

**1560 Broadway, Ste. 925, Denver,  
Colorado 80202**



# Disclaimer:

The information provided during this presentation is for educational purposes only and is not meant to provide, nor should it be construed as legal advice. Any legal questions should be directed to a qualified Colorado attorney.

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DORA

# What Is the HOA Information & Resource Center?

## What the HOA Information & Resource Center does:

- Provides information to homeowners regarding their basic rights and responsibilities under the Colorado Common Interest Ownership Act (“CCIOA”).
- Gathers, analyzes, and reports information through complaints and HOA registrations.
- Creates resource materials.
- Provides education and forums.
- Provides a website with information for the public.
- Registers HOAs pursuant to §38-33.3-401(1), C.R.S.
- Provides an Annual Report to the Legislature.

## What the HOA Information & Resource Center does not do:

- Is not a regulatory program.
- Does not mediate/arbitrate.
- Cannot provide legal advice.
- Does not act as an advocate.
- Cannot assess fines or penalties.
- Does not enforce an HOA’s failure to register.



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# BIG ANNOUNCEMENT! A NEW ONLINE SYSTEM FOR THE DIVISION OF REAL ESTATE



- The Division is transitioning to a new online licensing system!
- You will be notified once the new system is released
- Please be patient while we work on any system issues or glitches



# Newly Elected Presidents/Board Members



- Verify that the HOA is registered with the Secretary of State
- HOA registration fees and renewal requirements are different than the Secretary of State (“SOS”) registration and renewal requirements
- HOA must be registered with the Secretary of State
- Obtain the Secretary of State ID number, and send a request to HOA Support Specialist to confirm registration with the Division of Real Estate
- If the HOA is registered, complete an Online Registration Number (“ORN”) Request Form. If it is not registered, complete a new registration
- Register a new Individual account if you are a CAM or board member and have been delegated as a DA
- If you are currently licensed with the Division of Real Estate, you do not need to create a new account, log in using your User ID/Password

# ORN Request Form For HOA Account Access

This form must be completed if you cannot access the HOA account, and the login information needs to be updated

- Completed by the Designated Agent
- Designated Agent **MUST** be registered with the Division of Real Estate and hold a DA credential
- Only **ONE** individual per HOA or CAM
- For a quicker processing time, this form should be typed, and the HOA license number formatted as HOA1234, containing no spaces
- Please Do not write in the form, as it may be returned if not clear to read

[illegible]



# ORN Request Form For HOA Account Access

This form must be completed if you cannot access the HOA account, and the login information needs to be updated

Completed by the Designated Agent

Designated Agent MUST be registered and hold a DA credential

Only ONE individual per HOA or CAM

This form must be typed, and the HOA license number must be formatted as HOA1234

The ORN Request Form must begin with "HOA" followed by numbers with no spaces or 0's

If the form is not typed it may be returned for being unclear to read

This form **MUST** be typed and the HOA Registration Number **MUST** be formatted as "HOA1234".  
Registration Number must begin with "HOA" and be followed by the registration numbers, without any  
ing zeros. If the form is not typed and you do not list the HOA Registration Number in the correct  
issued above, the request will be denied and you will be asked to correct and resubmit.

If you do not have the HOA Registration Number, you may [download a list of active and expired HOAs here](#).

If you do not have the Colorado Secretary of State Entity ID number, you may search for it [here](#).

Director: [REDACTED]

: [REDACTED]

Number: [REDACTED] 3

Request: HOA Registration


Registration Number	Colorado Secretary of State Entity ID Number	Association Name
1420	19871437991	Thunder river condo
	20061245465	timber creek ta
	2002111713	trailside east tou
	20171523495	Villas at Lakot
	19961059024	Gypsum Estates
	19871331588	Aldernood Plaza
	20231488923	Laaves ridge co

# Steps to receive the ORN's you requested


- You will receive an email from the Support Specialist with the form attached
- Send an email request [Amanda.lopez@state.co.us](mailto:Amanda.lopez@state.co.us) for the ORN request form
- Complete the form and return to Amanda. If you are unsure if the HOA is registered, you can use the Division's [License Lookup](#)
- Please find complete instructions on how to access the HOA account using the Online Registration
- Go to the Division's [Online Services Portal](#) to access the HOA account
- Select **Register**. Do Not log in
- Select Business, and Select Yes confirming the HOA account already exists
- Enter the name of the HOA and the ORN provided above
- Update the login information

# Updating the Login Information

[Login](#) [Register](#)

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[HOME](#) [MY ACCOUNT](#) [ONLINE SERVICES ▾](#)

 Access Your Account


User ID

Password

Log In

Don't have an account? [Register](#)

[Forgot Password?](#) [Forgot User ID?](#)


 Welcome


Welcome to eLicense  
The Colorado [Division of Real Estate's](#)  
Online Services


[Click Here to View eLicense User Guides](#)

Only licensed or registered individuals and companies need to create an online account. For public choices scroll down.

**PLEASE NOTE:** browser support is limited to Chrome, Firefox, Internet Explorer and Microsoft Edge. Other browsers may severely limit site functionality.

  
Lookup a Licensee

  
File A Complaint

  
Generate Licensee Roster

# Updating the Designated Agent Information

1

VERIFY IF THE DESIGNATED AGENT HAS BEEN PREVIOUSLY REGISTERED.

2

SEARCH BY (ONLY) THE FIRST AND LAST NAME OF THE INDIVIDUAL OR BY ENTERING (ONLY) THE DA LICENSE NUMBER.

3

IF YOU DO NOT FIND A RESULT FOR YOUR SEARCH, THE DESIGNATED AGENT MUST REGISTER FOR A NEW ACCOUNT.

4

IF YOU ARE UNSURE IF AN ACCOUNT WAS PREVIOUSLY CREATED, PLEASE REACH OUT TO PROGRAM SUPPORT SPECIALIST FOR AN ACCOUNT SEARCH

License Lookup

**Search Criteria**

**Please note: Inactive or expired licensees may not perform any actions that require a license.**  
It is best to search using either a license number only or first and last (or business) name only. Adding additional criteria to the below fields could unnecessarily restrict your results causing difficulty in locating the record you are searching for.  
Hover over the field text to display any help.

**Please Note: Mortgage company registrations are located by searching the [NMLS Consumer Access Site](#).**

\*\* Indicates a value is required.

License # (Numeric Only):	<input type="text"/>	
Business Name/DBA:	<input type="text"/>	
First Name:	<input type="text"/>	Last Name: <input type="text"/>
Maiden Name:	<input type="text"/>	
State:	<input type="text"/>	Zip: <input type="text"/>



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## HOA INFORMATION AND RESOURCE CENTER

Web: <https://dre.colorado.gov/hoa-center>

Send Inquiries Via E-mail To: [Amanda.lopez@state.co.us](mailto:Amanda.lopez@state.co.us)

# QUESTIONS?



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# Image Citations

Slide 1: <https://www.flickr.com/photos/onasill/30943123977/>

Slide 6: <https://www.pxfuel.com/en/free-photo-qldje>

Slide 7: <https://www.publicdomainpictures.net/view-image.php?image=20421&&>

Slide 14: <https://pixabay.com/en/purple-white-columbine-flower-962209/>