



# COLORADO

## Department of Regulatory Agencies

Division of Real Estate

## HOA Registration – Getting Into the Nitty-Gritty

Thank you for joining us, the presentation will begin shortly.



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## Department of Regulatory Agencies

Division of Real Estate

**The purpose of this presentation is to provide tips to board members and Community Association Managers who are registering HOAs or making changes to HOA accounts**

## **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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# **HOA Information & Resource Center**

**Amanda Lopez, HOA Information Support Specialist**  
**1560 Broadway, Ste. 925, Denver, Colorado 80202**



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# WHAT IS THE HOA INFORMATION & RESOUCCE CENTER?



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## 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.



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## WHAT THE HOA INFORMATION AND 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.





# THE HOA INFORMATION & RESOURCE CENTER

- House Bill 10-1278 created the HOA Information & Resource Center
- Became effective January 1, 2011
- Serves as a public resource for Homeowners, Board Members, and Community Association Managers
- HOA Information Officer is appointed by the Director of the Division of Real Estate
- Directly assists homeowners and board members to understand their rights and responsibilities under CCIOA



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# THE COLORADO COMMON INTEREST OWNERSHIP ACT CCIOA

- Colorado adopted the Colorado Common Interest Ownership Act (“CCIOA”) and the law became effective July 1, 1992.
- Intention is to create a clear, comprehensive, and uniform framework for the creation and operation of common interest communities.
- Colorado sets many standards and provides homeowners with several statutory rights they did not have prior to 1992, but they must be asserted and enforced by the individual homeowner.
- CCIOA *does not* contain any provision for regulatory oversight by the Division of Real Estate.

# HOA REGISTRATION

- Pursuant to § 38-33.3-401, every unit owners' association shall register annually.

## Information the Division collects:

- Name of the Association, as shown in the Colorado Secretary of State's records
- Name of the association's management company, managing agent, or designated agent, which may be the association's registered agent, as shown in the Colorado secretary of state's records, or any other agent that the executive board has delegated for purposes of registration under this section
- The physical address of the HOA
- A valid address; email address, if any; website, if any; and telephone number for the association or its management company, managing agent, or designated agent
- The number of units in the association
- If an association does not register, the right to impose or enforce a lien for assessments under § 38-33.3-316 or to pursue an action or employ an enforcement mechanism otherwise available to it under § 38-33.3-123 is suspended until the association is validly registered pursuant to this section.





# COLORADO GENERAL ASSEMBLY

## 2025 LEGISLATIVE SESSION - HB25-1043

### *Owner Equity Protection in Homeowners' Association Foreclosure Sales*

In addition to the current information the Division of Real Estate collects upon initial HOA registration and renewals, effective **October 1, 2025** **ALL** HOAs are required to report the following information:

1. In the 12 months, prior to registration, the number of unit owners that were at any time during the 12-month period, **6** or more calendar months delinquent in the payment of assessments.
2. For the last 12 months before registration, related to assessments or related fees or attorney fees:
  - a) The number of unit owners whom which received a judgement by the HOA or its Designee.
  - b) The number of payment plans entered into between the association and a unit owner; and
  - c) The number of foreclosure actions filed against unit owners in the HOA.

For more information, visit: <https://leg.colorado.gov/bills/hb25-1043>



# HOA REGISTRATION REQUIREMENTS

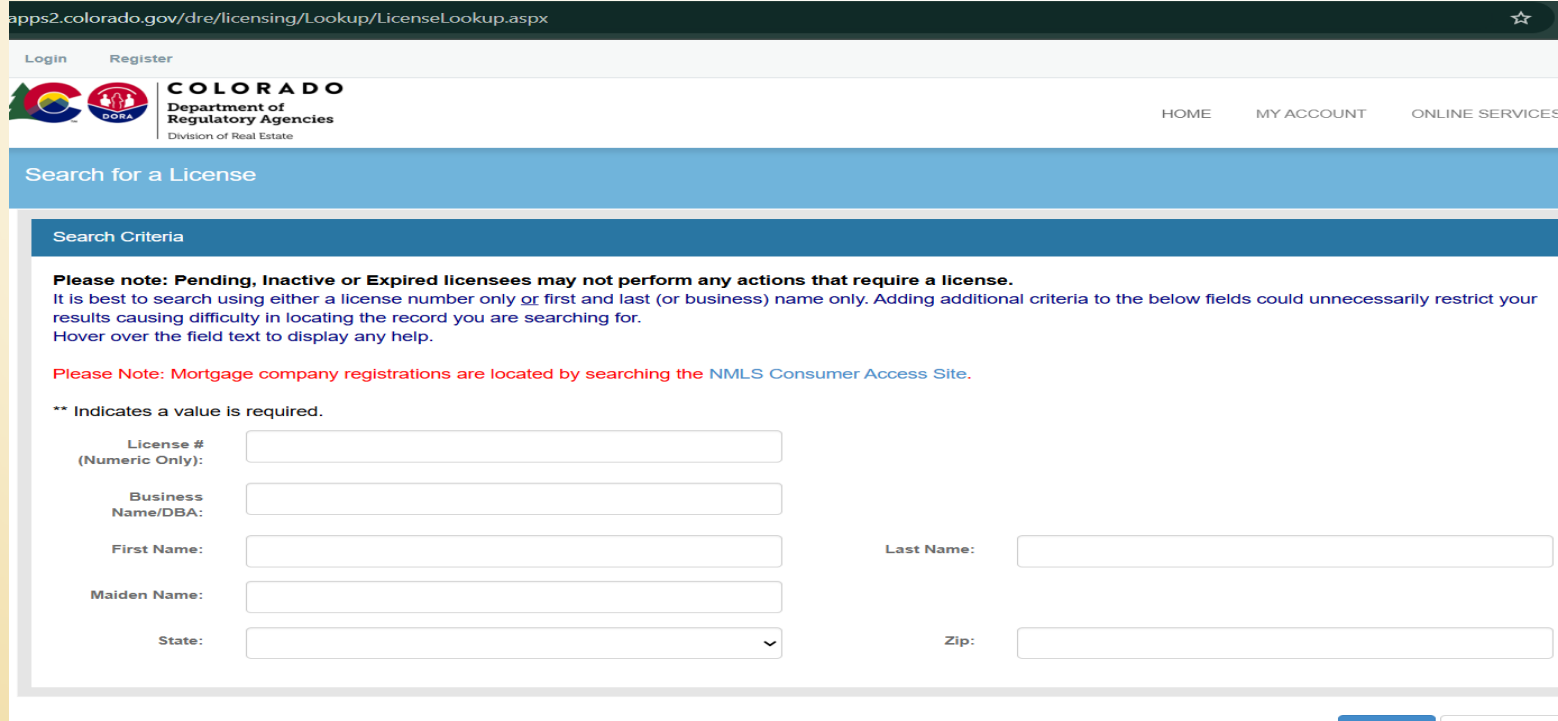
When completing an Initial HOA Registration, you will need to have the following:

- Name, Contact Information and credential number for the HOA's Designated Agent (“DA”) <https://apps2.colorado.gov/dre/licensing/Lookup/LicenseLookup.aspx>
- Certificate of Good Standing from the Colorado Secretary of State
- Secretary of State ID Number (SOS) Colorado Secretary of State
- Physical location and number of units for the HOA- **NOT** the Community Association Management Company
- Relevant CCIOA Information- HOA’s Governing Documents
- Total Revenue for the HOA- The Association’s Annual Budget
- HOA Declaration Information- Book and Page number showing the recording of the Declaration with the Clerk & Recorder’s Office in the county or counties where the property is located.



# Initial HOA Registration Account (New)



- **STOP!** Before creating a NEW HOA account, verify if the HOA has been previously registered to avoid duplicate application.
- Use the Secretary of State's website to search the HOA's legal official name.  
<https://www.coloradosos.gov/biz/BusinessEntityCriteriaExt.do>
- The name used on the HOA registration application with Division of Real Estate **MUST** be identical to what is listed on the Secretary of State



The screenshot shows the 'License Lookup' page on the Colorado Department of Regulatory Agencies website. The page has a header with the Colorado state logo, 'COLORADO Department of Regulatory Agencies', and 'Division of Real Estate'. Navigation links include 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The main section is titled 'Search for a License' and contains a 'Search Criteria' form. The form includes a note about pending, inactive, or expired licenses, a note about mortgage company registrations, and a legend indicating that double asterisks (\*\*) denote required fields. The form fields are: License # (Numeric Only), Business Name/DBA, First Name, Last Name, Maiden Name, State (a dropdown menu), and Zip.

apps2.colorado.gov/dre/licensing/Lookup/LicenseLookup.aspx

Login Register

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HOME MY ACCOUNT ONLINE SERVICES

Search for a License

Search Criteria

**Please note: Pending, 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):

Business Name/DBA:

First Name:

Last Name:

Maiden Name:

State:

Zip:





# Designated Agent



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# Designated Agent vs Registered Agent

- **Registered Agent** is an individual or a company who serves as the point of contact in Colorado to receive service of process, legal and state documents, and transmit these communications to your entity
- **Designated Agent** is the individual who the board of an association designates to be responsible for the registration and subsequent renewal of an association's registration with the Division of Real Estate. There are no prerequisites for registering as a designated agent, nor is there a fee associated with the registration for a designated agent.

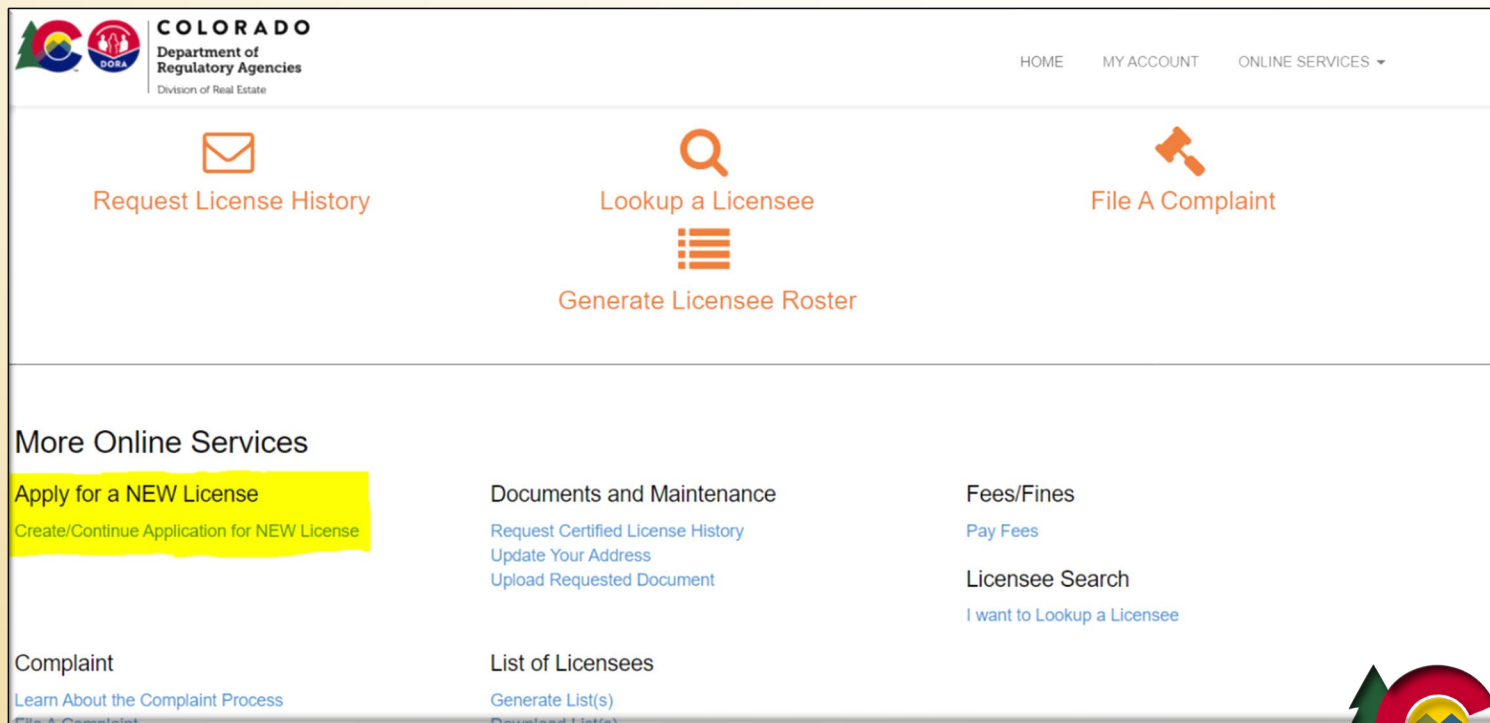




# Can I Be A Designated Agent if I hold a current license with DRE?

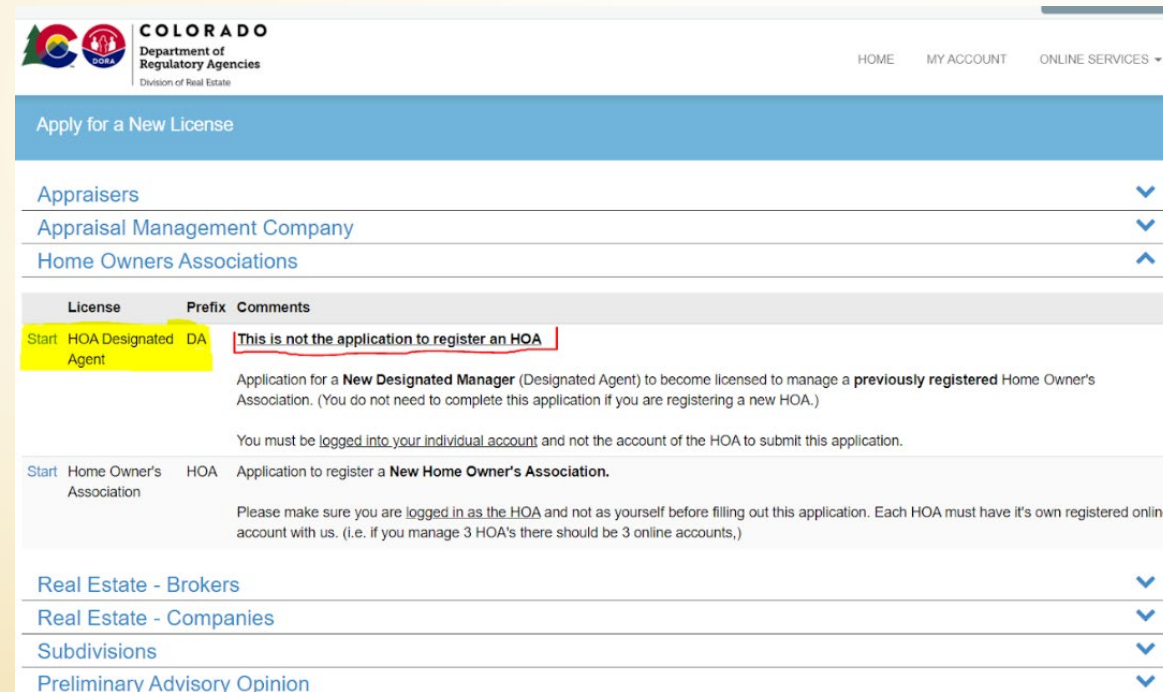
YES! If you were a Licensed CAM, or you hold a license with the Division of Real Estate e.g. Real Estate Broker, Appraiser, or a previously licensed CAM (now inactive) you *Do Not* need to create a new account.

- Log into your existing Individual account
- Create Application for a NEW license
- Contact Amanda Lopez if you need assistance accessing your account. *Do Not* create a new account!



# SELECT DESIGNATED AGENT

STOP! Are you logged into the correct account? Before Proceeding, this is NOT the application to register the HOA



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HOME MY ACCOUNT ONLINE SERVICES ▾

Apply for a New License

[Appraisers](#) ▾

[Appraisal Management Company](#) ▾

[Home Owners Associations](#) ▴

License	Prefix	Comments
Start HOA Designated Agent	DA	<b>This is not the application to register an HOA</b>  Application for a <b>New Designated Manager</b> (Designated Agent) to become licensed to manage a <b>previously registered</b> Home Owner's Association. (You do not need to complete this application if you are registering a new HOA.)  You must be <u>logged into your individual account</u> and not the account of the HOA to submit this application.
Start Home Owner's Association	HOA	Application to register a <b>New Home Owner's Association</b> .  Please make sure you are <u>logged in as the HOA</u> and not as yourself before filling out this application. Each HOA must have it's own registered online account with us. (i.e. if you manage 3 HOA's there should be 3 online accounts.)

[Real Estate - Brokers](#) ▾

[Real Estate - Companies](#) ▾

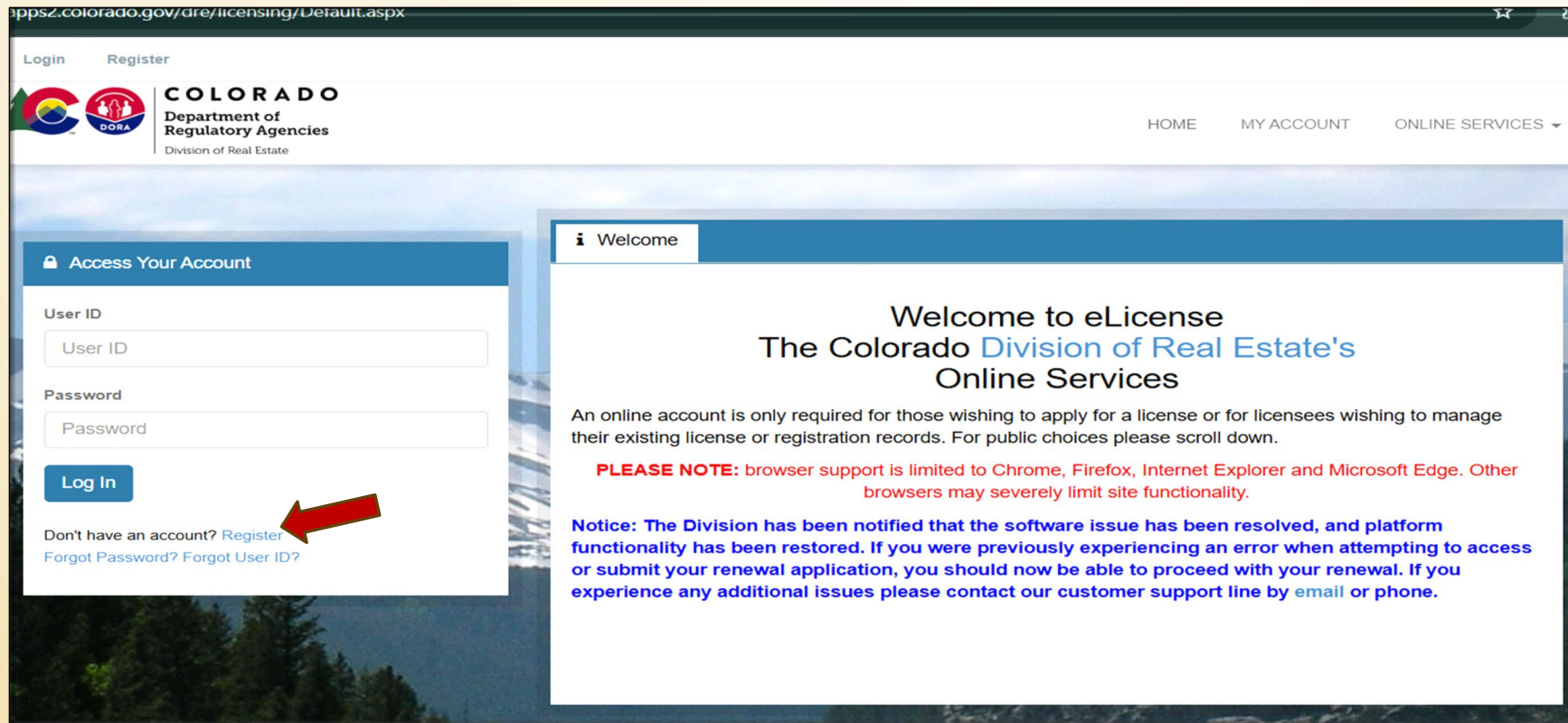
[Subdivisions](#) ▾

[Preliminary Advisory Opinion](#) ▾



# I AM A NEW CAM/BOARD MEMBER – NO EXISTING ACCOUNT WITH DRE

<https://apps2.colorado.gov/dre/licensing/Default.aspx>



The screenshot displays the eLicense portal for the Colorado Department of Regulatory Agencies (DORA). The page is titled "Welcome to eLicense" and "The Colorado Division of Real Estate's Online Services". It includes a login form on the left with fields for "User ID" and "Password", a "Log In" button, and links for "Don't have an account? Register" and "Forgot Password? Forgot User ID?". A red arrow points to the "Register" link. The right side of the page contains a "Welcome" message and a "PLEASE NOTE" section regarding browser support and a software issue resolution notice.

**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**

An online account is only required for those wishing to apply for a license or for licensees wishing to manage their existing license or registration records. For public choices please scroll down.

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


**Notice:** The Division has been notified that the software issue has been resolved, and platform functionality has been restored. If you were previously experiencing an error when attempting to access or submit your renewal application, you should now be able to proceed with your renewal. If you experience any additional issues please contact our customer support line by [email](#) or [phone](#).



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# DESIGNATED AGENT ACCOUNT SET-UP


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

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

Registration

Account Information \* denotes required fields

\*User ID 

User ID

\*Email

Email

\*Password

Password

\*Confirm Password

Confirm Password

Personal Information

\*First Name

First Name

Middle Name

Middle Name

\*Last Name

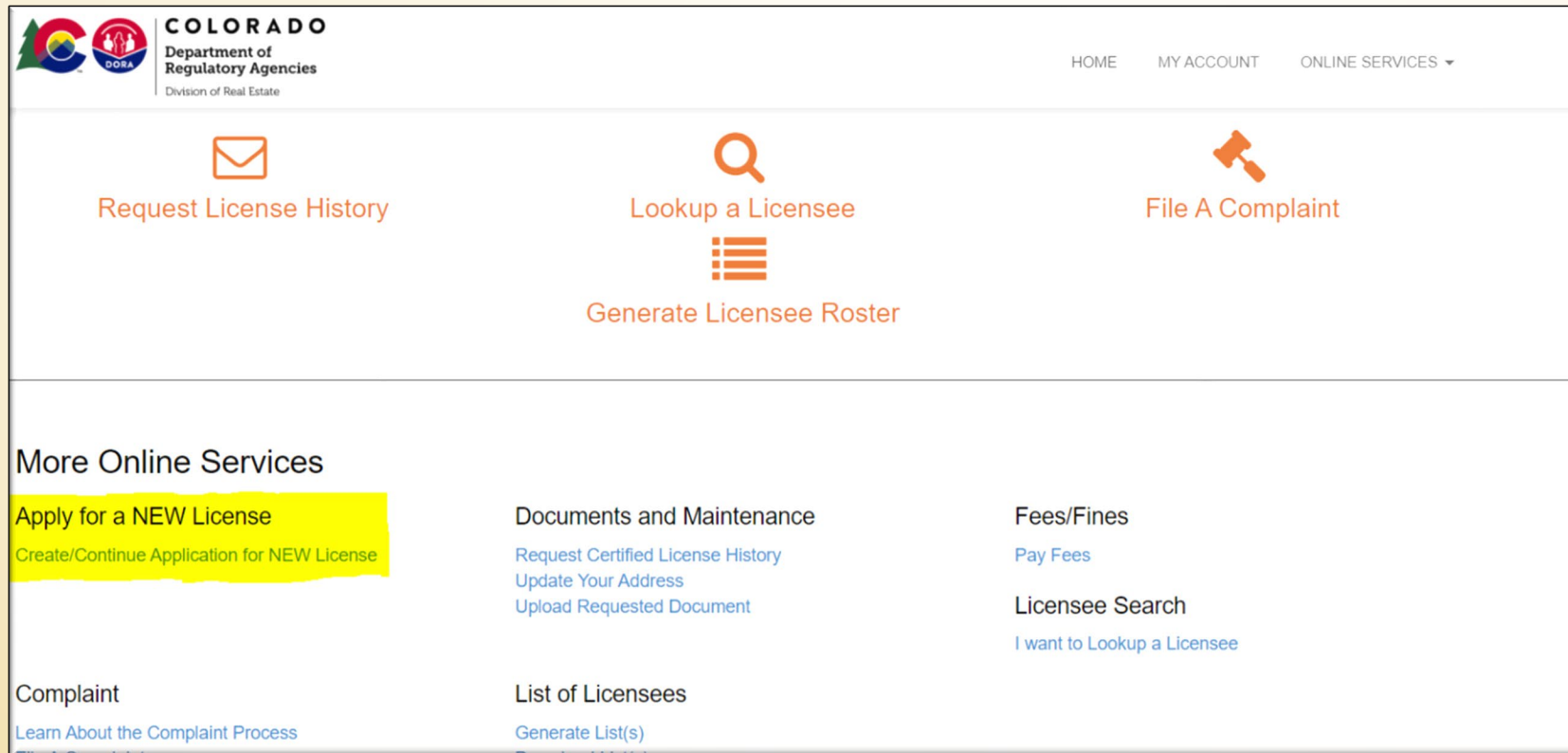
Last Name

Public Address

Mailing Address ☐ Same as Public Address



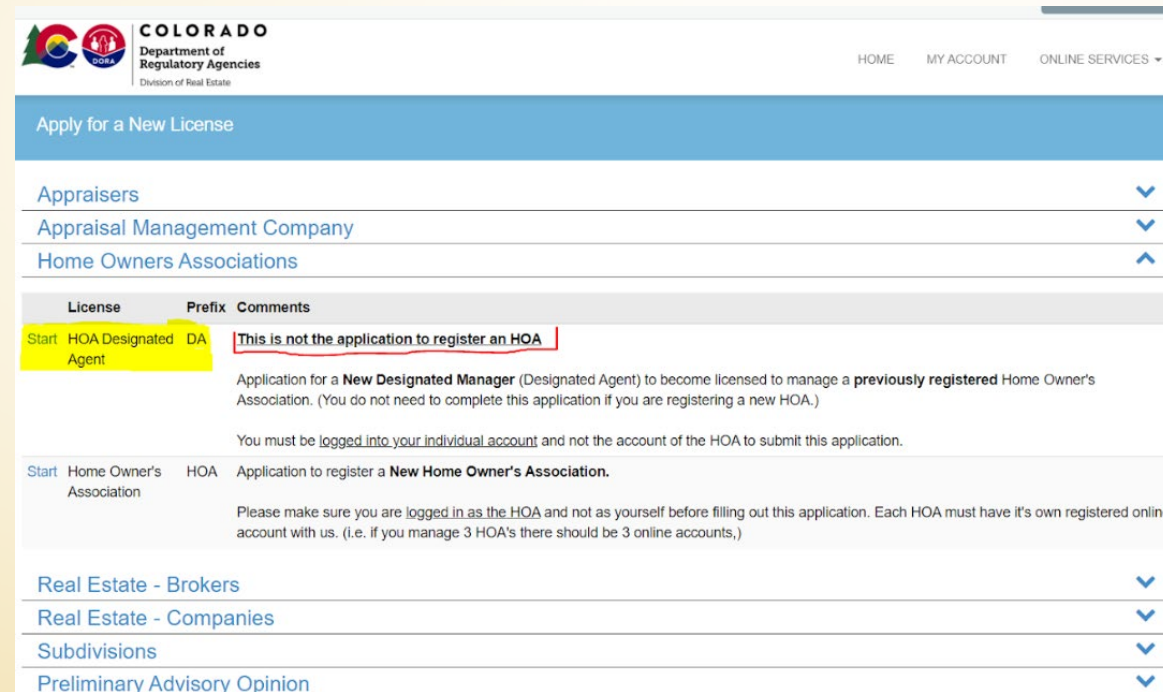
# CREATE A NEW APPLICATION FOR A DA LICENSE






# Select Designated Agent

STOP! Are you logged into the correct account? Before Proceeding, this is NOT the application to register the HOA



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HOME MY ACCOUNT ONLINE SERVICES ▾

Apply for a New License

[Appraisers](#) ▾

[Appraisal Management Company](#) ▾

[Home Owners Associations](#) ▴

License	Prefix	Comments
Start HOA Designated Agent	DA	<b>This is not the application to register an HOA</b>  Application for a <b>New Designated Manager</b> (Designated Agent) to become licensed to manage a <b>previously registered</b> Home Owner's Association. (You do not need to complete this application if you are registering a new HOA.)  You must be <u>logged into your individual account</u> and not the account of the HOA to submit this application.
Start Home Owner's Association	HOA	Application to register a <b>New Home Owner's Association</b> .  Please make sure you are <u>logged in as the HOA</u> and not as yourself before filling out this application. Each HOA must have it's own registered online account with us. (i.e. if you manage 3 HOA's there should be 3 online accounts,)

[Real Estate - Brokers](#) ▾

[Real Estate - Companies](#) ▾

[Subdivisions](#) ▾

[Preliminary Advisory Opinion](#) ▾



# NEW/Initial HOA Registration



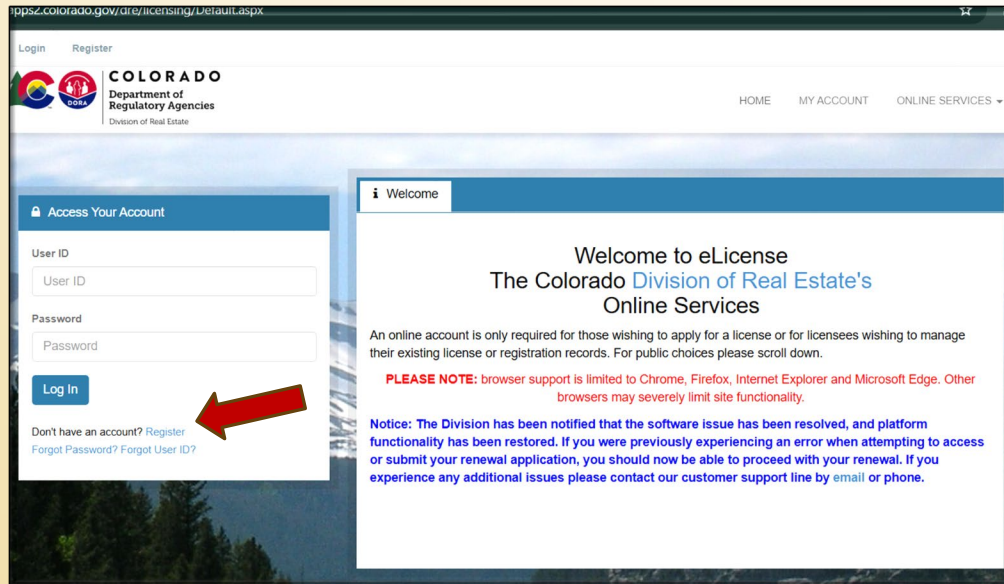
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# HOA REGISTRATION NEW/INITIAL

<https://apps2.colorado.gov/dre/licensing/Default.aspx>

Click “Register” next to “Don’t Have An Account?” to begin



Access Your Account

User ID

User ID

Password

Password

Log In

Don't have an account? [Register](#)  
[Forgot Password?](#) [Forgot User ID?](#)

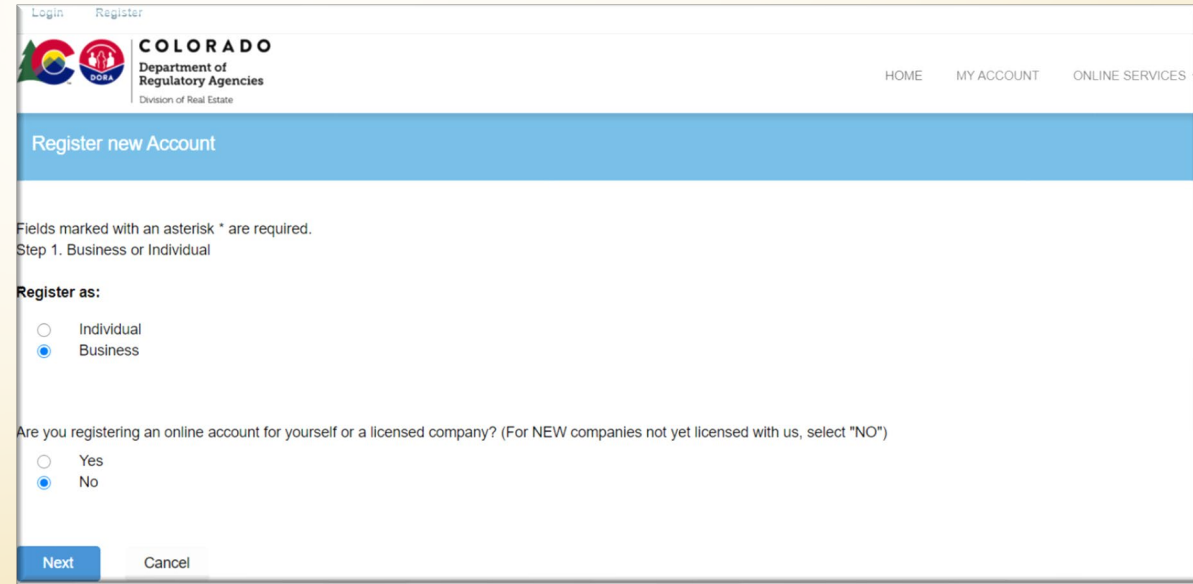
Welcome to eLicense  
The Colorado [Division of Real Estate's](#)  
Online Services

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Select “Business” and select “No” to confirm this is a NEW HOA



Register new Account

Fields marked with an asterisk \* are required.  
Step 1. Business or Individual

Register as:

☐ Individual  
☒ Business

Are you registering an online account for yourself or a licensed company? (For NEW companies not yet licensed with us, select "NO")

☐ Yes  
☒ No

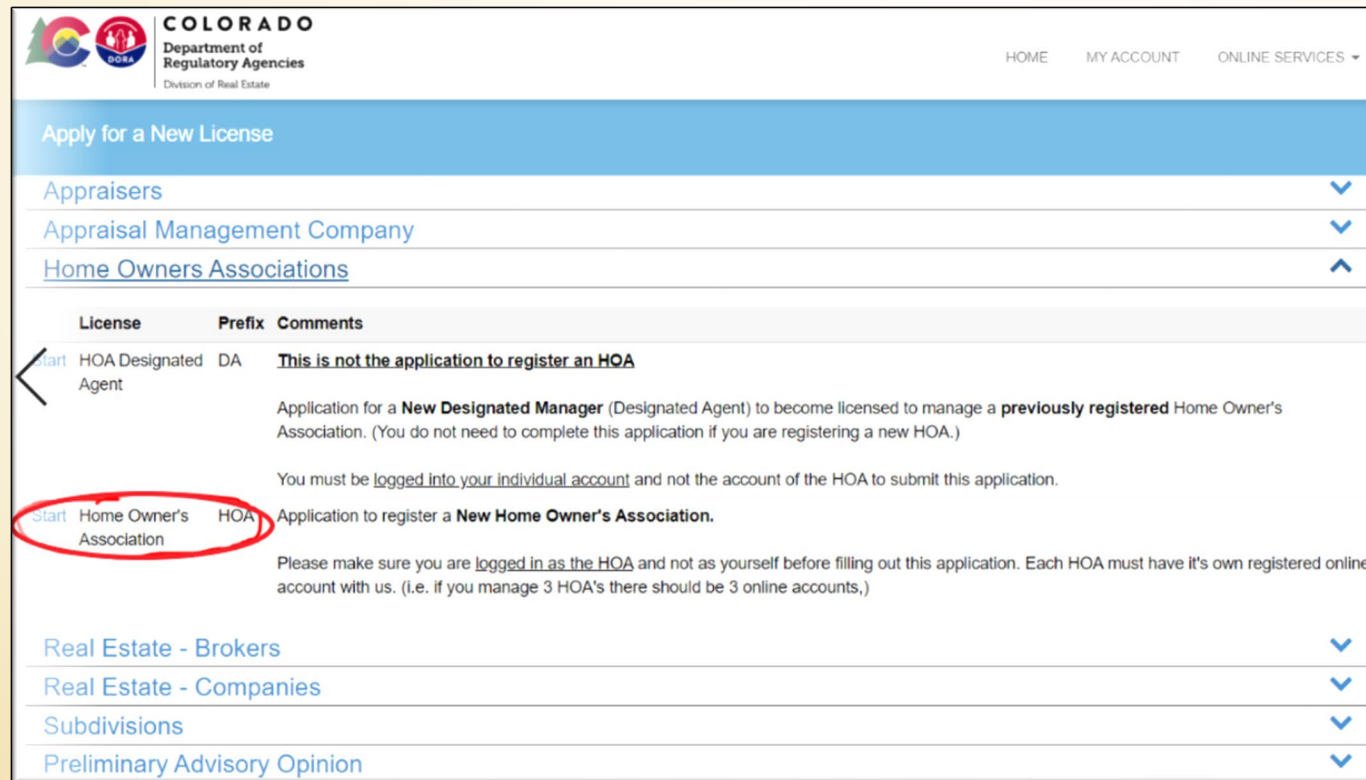
Next Cancel



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# SELECT HOMEOWNERS ASSOCIATION

**STOP! Are you logged into the correct account? Before Proceeding, this is NOT the application to register the Designated Agent . Make sure you are NOT logged into the Designated Agent/Individual account.**



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HOME MY ACCOUNT ONLINE SERVICES ▾

Apply for a New License

Appraisers ▾

Appraisal Management Company ▾

Home Owners Associations ▴

	License	Prefix	Comments
Start	HOA Designated Agent	DA	<p><b><u>This is not the application to register an HOA</u></b></p> <p>Application for a <b>New Designated Manager</b> (Designated Agent) to become licensed to manage a <b>previously registered</b> Home Owner's Association. (You do not need to complete this application if you are registering a new HOA.)</p> <p>You must be <u>logged into your individual account</u> and not the account of the HOA to submit this application.</p>
Start	Home Owner's Association	HOA	<p>Application to register a <b>New Home Owner's Association</b>.</p> <p>Please make sure you are <u>logged in as the HOA</u> and not as yourself before filling out this application. Each HOA must have it's own registered online account with us. (I.e. if you manage 3 HOA's there should be 3 online accounts,)</p>

Real Estate - Brokers ▾

Real Estate - Companies ▾

Subdivisions ▾

Preliminary Advisory Opinion ▾



# HOA REGISTRATION APPLICATION FEES

- HOA Initial Registration Fee is \$45.00
- HOA Renewal Fee is \$44.00 (this applies to any association that has been previously registered, in EXPIRED status with the Division of Real Estate.
- Any HOA with Annual Revenues less than \$5,000 is NOT required to pay a registration fee.
- HOA Registration and Renewal fees may fluctuate annually.



# ORN Request Form



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# The HOA Is Registered But I Do Not Have Access To The HOA Account.

- The HOA Information and Resource Center has developed a tool for community managers and HOA board members called the Online Registration Number
- Used to easily log in to an existing HOA account without needing to know the existing login credentials.
- Obtain ORN by completing the ORN Request Form and returning it to Amanda Lopez  
amanda.lopez@state.co.us.

[illegible]

# ONLINE REGISTRATION NUMBER REQUEST FORM REMINDERS

- Must Completed by the Designated Agent.
- 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



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# HOA Renewals

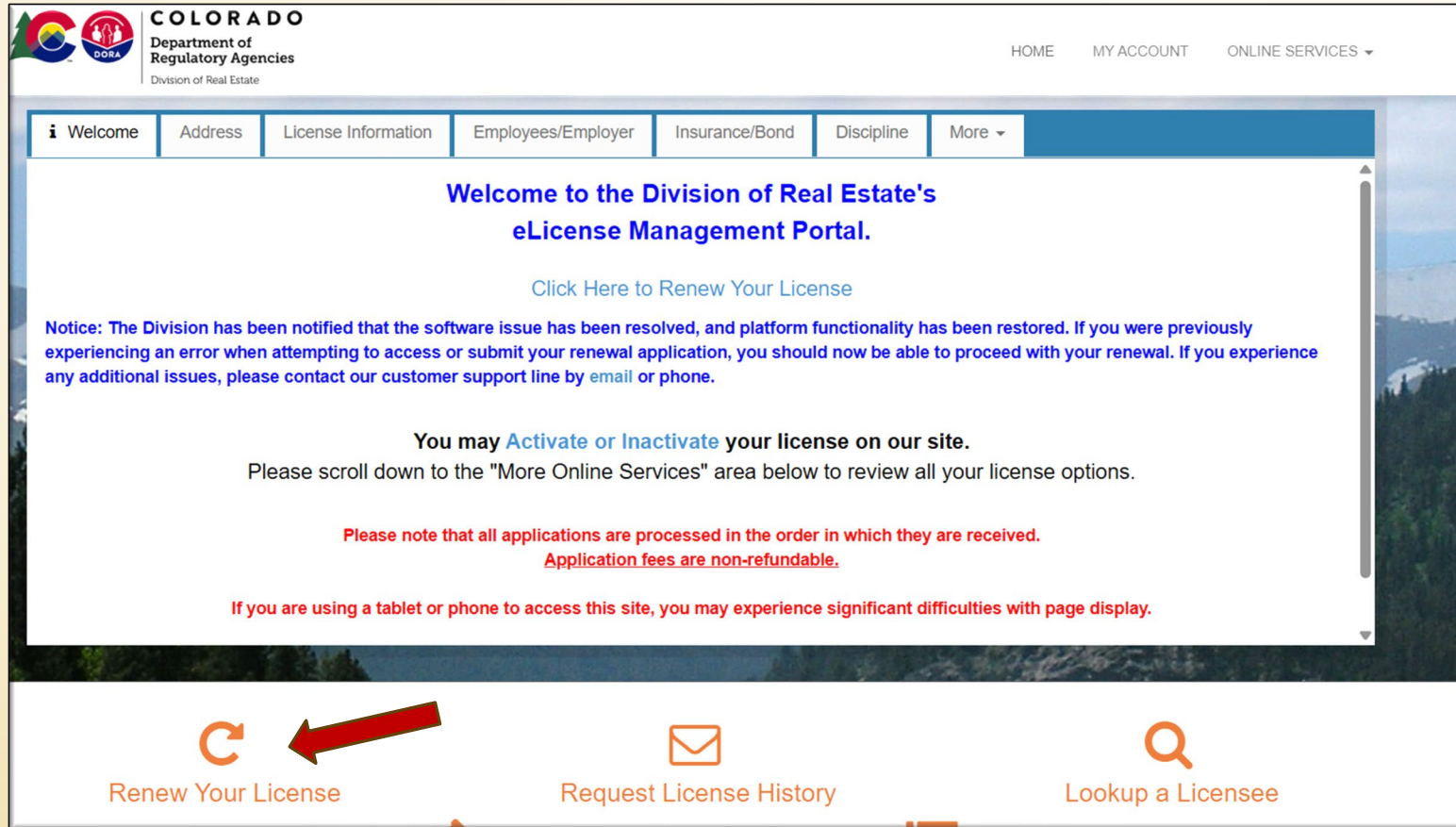


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# HOA RENEWAL

<https://apps2.colorado.gov/dre/licensing/Default.aspx>



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HOME MY ACCOUNT ONLINE SERVICES ▾

Welcome Address License Information Employees/Employer Insurance/Bond Discipline More ▾

**Welcome to the Division of Real Estate's  
eLicense Management Portal.**




[Click Here to Renew Your License](#)

**Notice:** The Division has been notified that the software issue has been resolved, and platform functionality has been restored. If you were previously experiencing an error when attempting to access or submit your renewal application, you should now be able to proceed with your renewal. If you experience any additional issues, please contact our customer support line by [email](#) or phone.

**You may [Activate](#) or [Inactivate](#) your license on our site.**  
Please scroll down to the "More Online Services" area below to review all your license options.

**Please note that all applications are processed in the order in which they are received.**  
**[Application fees are non-refundable.](#)**

**If you are using a tablet or phone to access this site, you may experience significant difficulties with page display.**

Renew Your License Request License History Lookup a Licensee



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# UPDATING THE DA UPON RENEWAL

Please confirm that the Designated Agent (DA) listed below is correct for your HOA registration record. If this information is incorrect, please inactivate the current DA record by selecting the paper/pencil icon under the "Action" column to update the supervision status to "Inactive". You may add a new DA record to the HOA registration by using the "Add" button to locate the correct DA record.

*Please Note: If the new designated agent is not currently registered, inactivate the current DA record, then select "Next" to register a brand new DA record.*

12. Remove affiliation to existing Designated Agent for the Home Owners Association.

Click the Edit icon to remove an existing Designated Agent.

Action	Supervisor	Status	Start Date
No Records Found			

13. Click the Add button to identify the new Designated Agent.

If you are unable to locate your DA record through the lookup function you may select "Next" below to register a new DA record with the Division.

Action	Supervisor	Relationship Type	Start Date
No Records Found			

Add

Previous Next Save to Continue Later

- Remove the current DA affiliation by clicking on the pencil Icon, if there is an active DA attached.
- Select **ADD** to add the NEW Designated Agent.
- Use the License search to locate the DA using the DA license number, OR **ONLY** the DA's first and last name to affiliate with the HOA.



# ACCESSING THE HOA USING THE ORN(Online Registration Number)





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# I Have The ORN, What's Next?


<https://apps2.colorado.gov/dre/licensing/Default.aspx>

apps2.colorado.gov/dre/licensing/Default.aspx

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

An online account is only required for those wishing to apply for a license or for licensees wishing to manage their existing license or registration records. For public choices please scroll down.

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# Confirm the Business/ HOA Has Already Been Registered

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

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

Register new Account

Fields marked with an asterisk \* are required.  
Step 1. Business or Individual

**Register as:**

☐ Individual

☒ Business

Are you registering an online account for yourself or a licensed company? (For NEW companies not yet licensed with us, select "NO")

☒ Yes

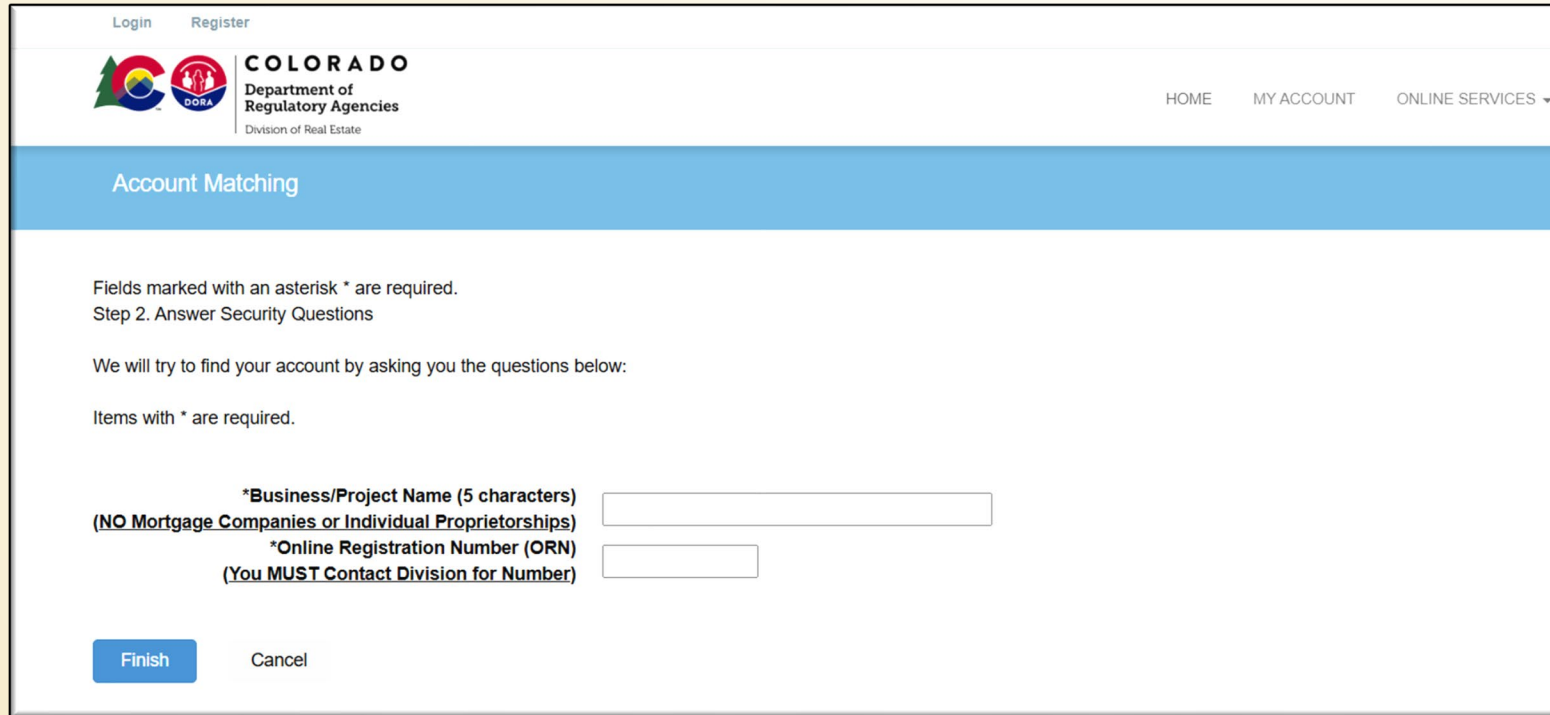
☐ No

[Next](#) [Cancel](#)





# HOA ACCOUNT MATCHING



The screenshot shows the 'Account Matching' page on the Colorado Department of Regulatory Agencies (DORA) website. The page header includes 'Login' and 'Register' links, the DORA logo, and navigation links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The main heading is 'Account Matching'. Below this, a note states: 'Fields marked with an asterisk \* are required. Step 2. Answer Security Questions'. A message follows: 'We will try to find your account by asking you the questions below:'. Another note says: 'Items with \* are required.' There are two input fields: the first is labeled '\*Business/Project Name (5 characters) (NO Mortgage Companies or Individual Proprietorships)' and the second is labeled '\*Online Registration Number (ORN) (You MUST Contact Division for Number)'. At the bottom, there are two buttons: 'Finish' (in a blue box) and 'Cancel'.

- Enter the HOA name and ORN.
- HOA name must be identical to what is shown with the Division of Real Estate records.
- Once any applicable information has been updated, click “Finish” to finalize the process.



# DO I Have To Crate A New HOA Account?

Registration

No match found. Please enter the required information below to create a new user.

**Account Information** \* denotes required fields

\*User ID

\*Email

\*Password

\*Confirm Password

**Personal Information**

\*Business Name

**Public Address**

**Mailing Address**  ☐ Same as Public Address

- Is the HOA name correct?
- You may use the Division's licensee search look-up tool to verify this information.  
<https://apps2.colorado.gov/dre/licensing/Lookup/LicenseLookup.aspx>
- Check for any spelling errors. Yes, even the word "THE" makes a difference. "Happiest HOA" VS "The Happiest HOA"
- Contact Amanda Lopez, the HOA Registration Specialist to confirm the HOA to check for any duplicate accounts.



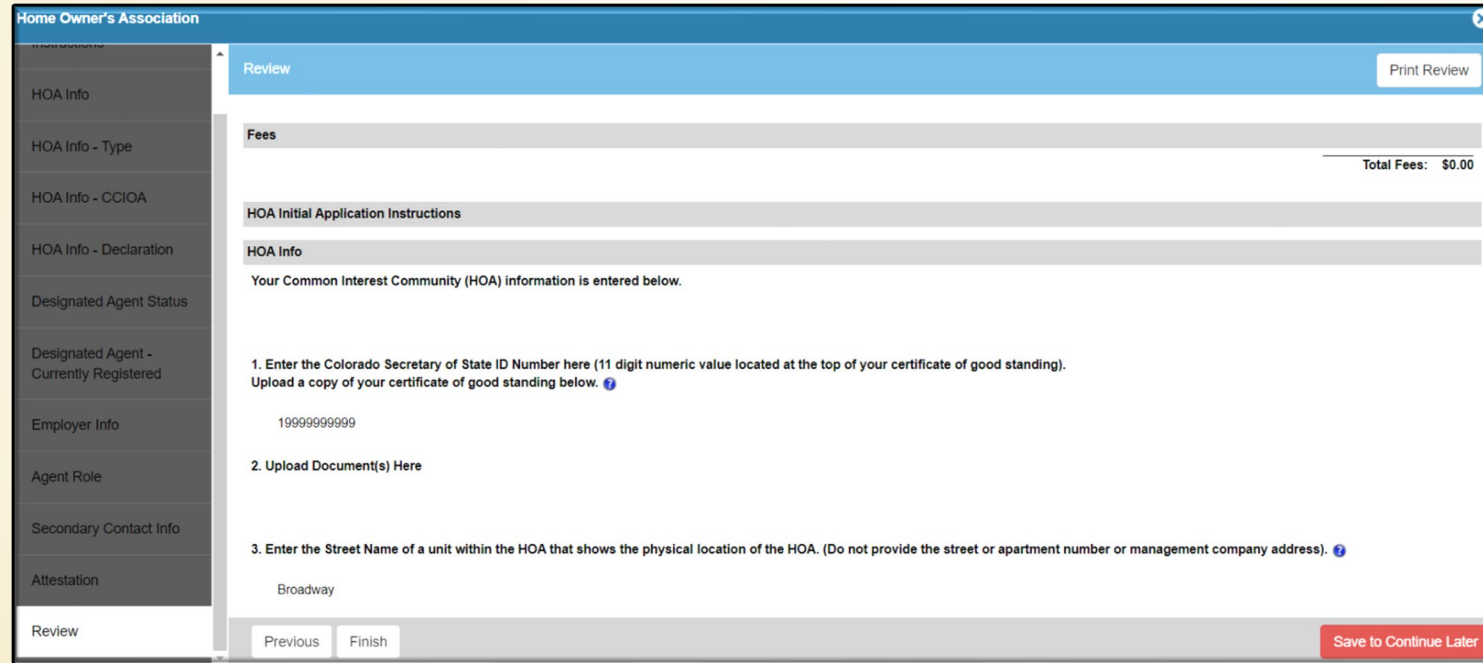


# FRIENDLY REMINDERS



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# APPLICATION REVIEW



The screenshot shows a web application titled "Home Owner's Association" with a "Review" tab selected. The left sidebar lists various application sections: HOA Info, HOA Info - Type, HOA Info - CCIOA, HOA Info - Declaration, Designated Agent Status, Designated Agent - Currently Registered, Employer Info, Agent Role, Secondary Contact Info, Attestation, and Review (which is highlighted). The main content area displays the "Review" section with a "Print Review" button. It includes a "Fees" section showing "Total Fees: \$0.00", "HOA Initial Application Instructions", and "HOA Info" instructions. The instructions list three steps: 1. Enter the Colorado Secretary of State ID Number here (11 digit numeric value located at the top of your certificate of good standing). Upload a copy of your certificate of good standing below. (with a help icon). 2. Upload Document(s) Here. 3. Enter the Street Name of a unit within the HOA that shows the physical location of the HOA. (Do not provide the street or apartment number or management company address). (with a help icon). The text "1999999999" is entered for step 1, and "Broadway" is entered for step 3. At the bottom, there are "Previous", "Finish", and "Save to Continue Later" buttons.

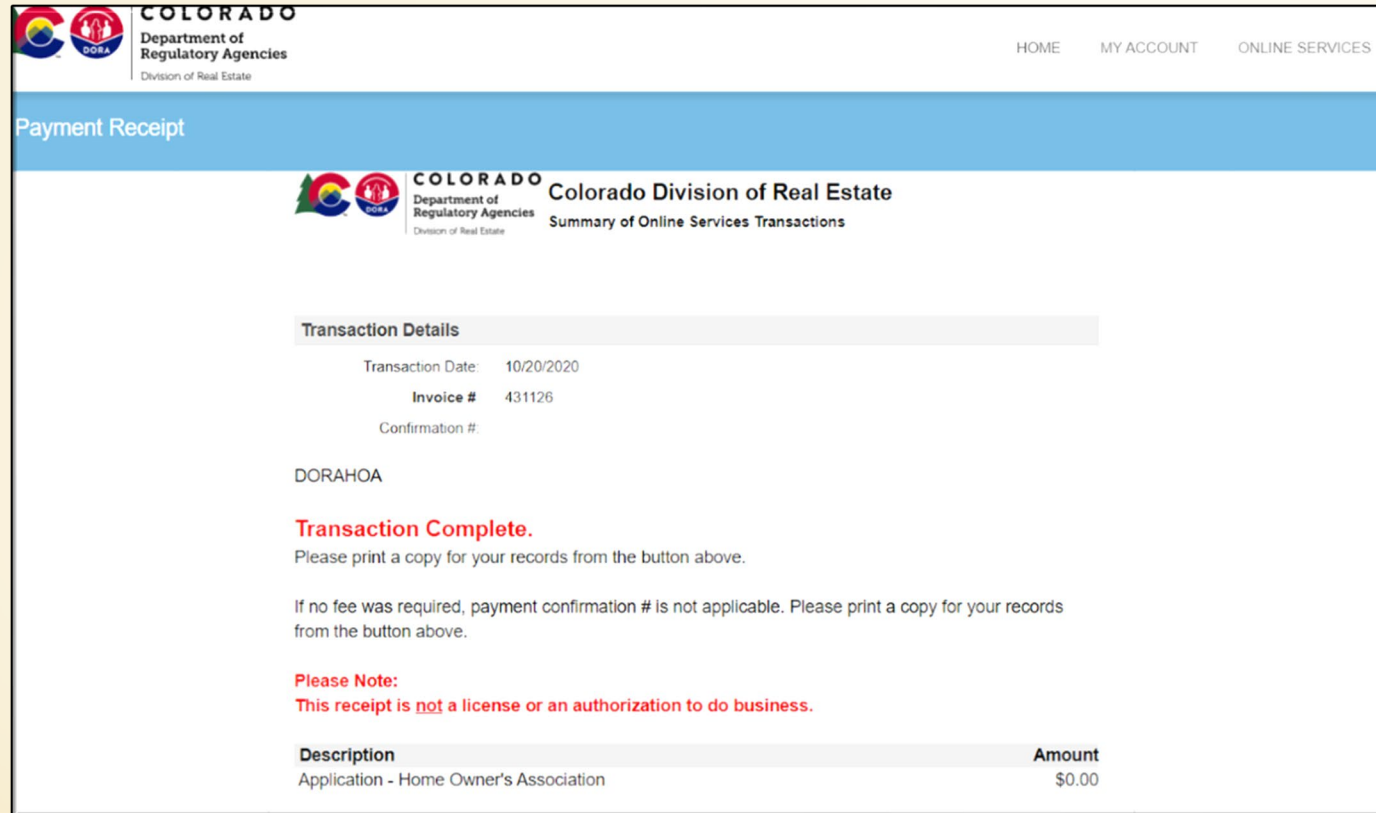
- Review application before submitting!
- Confirm Annual Revenues are above or below \$5,000
- This is the only opportunity to print a copy of the HOA registration application



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Division of Real Estate

# NO REFUNDS



The screenshot shows the 'Payment Receipt' page for the Colorado Division of Real Estate. The header includes the Colorado Department of Regulatory Agencies logo and navigation links for HOME, MY ACCOUNT, and ONLINE SERVICES. The main content area displays the transaction details for a payment made on 10/20/2020 with invoice # 431126. It confirms the transaction is complete and provides instructions to print a copy for records. A note states that this receipt is not a license or authorization to do business. A table at the bottom shows a single transaction: 'Application - Home Owner's Association' for an amount of \$0.00.

**Transaction Details**

Transaction Date: 10/20/2020  
Invoice #: 431126  
Confirmation #:

DORAHOA

**Transaction Complete.**  
Please print a copy for your records from the button above.

If no fee was required, payment confirmation # is not applicable. Please print a copy for your records from the button above.

**Please Note:**  
This receipt is not a license or an authorization to do business.

Description	Amount
Application - Home Owner's Association	\$0.00

- HOA Initial Registration Fee is \$45.00
- Any HOA with Annual Revenues less than \$5,000 is NOT required to pay a registration fee. Also applies to HOA renewal
- HOA Renewal Fee is \$44.00 ANY HOA in **EXPIRED** status with the Division of Real Estate.
- Questions or concerns about the fee, please reach out to Amanda Lopez, the HOA Registration Specialist before submitting the application.



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# QUESTIONS??



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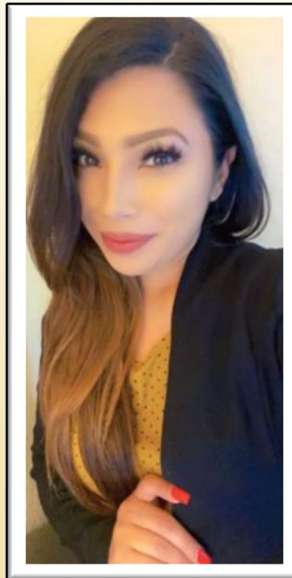


# COLORADO

## Department of Regulatory Agencies

Division of Real Estate

## HOA INFORMATION AND RESOURCE CENTER



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

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