Assured Partners

**Certificates of Insurance**

**for Unit Owners**

Three Easy ways for Unit Owners to get Certificates of Insurance

1. **By Fax –** Written requests are needed
2. **By Email –** Written requests are needed
3. **By Phone –** Only to follow up on requests already sent

**Fax directions**

1. Complete the attached request form or fax a copy of the letter received from your lender.
2. Fax to (954) 513-4868.

If you have any concerns or questions with a fax request, feel free to call!

**Email directions**

1. Complete the attached request form, scan and email to Melissa Cardet at [melissa.cardet@assuredpartners.com](mailto:melissa.cardet@assuredpartners.com)
2. You may also email a copy of the letter received from your lender.
3. The turnaround time should not exceed 48 hours, at this time, please call

to follow up.

**Phone directions**

1. The fastest methods are listed above.
2. If you wish to speak to someone directly, call.
3. Please have the information on the attached request form available.
4. We will ask you to fax either the form attached or a copy of the letter you received from your lender to (954) 513 - 4868 so that we will not make any mistakes.
5. This method should only be used as a follow up.

Assured Partners

**Request for Unit Owner - Certificate of Insurance**

Date: / /

To: Melissa Cardet

To Fax: (954) 513 - 4868

To Phone: (954) 346-0254

HOA or Condominium Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Owner Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit #: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name:

Bank

Address:

Bank Fax:

Loan #:

***Please attach the letter sent by your bank.***

From Name:

Phone:

Email: