

CERTIFICATE OF INSURANCE REQUESTS

Certificate requests are processed in the order in which the requests are received.

ALL Mortgage Companies, Title Companies, Attorney's Offices, Property Management Companies, Insurance Agencies:

1. Requests are accepted by fax at (772) 562-7100, attention *Certificates Department*.
2. Also by e-mail: COI@swcins.com
3. Must be sure to include the information listed below. Remember to specify the type(s) of insurance coverage that needs to be evidenced on a certificate. If information provided is incomplete, the certificate will not be processed.
4. Certificates of Insurance are processed in 48 hours.

ALL Unitowners:

1. Requests are accepted by fax at number (772) 562-7100, *attention Certificates Department*. Must be sure to include the information listed below. OR certificate requests may be made by calling (800) 260-5252, press (1) and stay on the line to leave the information. Unit-owners are given time to speak slowly and clearly and will be asked for information that appears below. Be sure to spell out the Unit-owner's name. If information provided is incomplete, the certificate will not be processed.
2. Also by e-mail: COI@swcins.com
3. Certificates of Insurance are processed in 48 hours.

***** IF THE UNIT OWNER FINDS ANY DIFFICULTY IN REQUESTING THE CERTIFICATE, PLEASE DIAL 0 FOR IMMEDIATE ASSISTANCE *****

CERTIFICATE REQUEST

REQUEST DATE:

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| Specifically list the types of Insurance Coverage(s): | |
| Condo Association Name: | |
| Unit-owner Name: | |
| Physical Address of the Condo Unit: | |
| Loan #: | |
| Mortgage Company: | |
| Mortgage Company Address: | |
| Who should the certificate be sent to and by Mail? Fax? | |