

# How To Obtain a Certificate of Insurance for Your Association's Coverage



## Certificate of Insurance

### 3 Options to obtain a Certificate of Insurance

1. Fill out the form on [CondoRiskInsurance.com/coi](http://CondoRiskInsurance.com/coi)
2. Fax your request to (224) 858-7779
3. Send a request to [Certs@CondoRisk.net](mailto:Certs@CondoRisk.net)

All certificates are processed within one business day. Most are processed same day when the request is received before 4:30 p.m. Requests made on Saturday & Sunday are processed the following Monday. Any requests received on holidays are processed the following business day.

To ensure that your mortgage lender requirements are satisfied and avoid any unnecessary hassles be sure to include all required information. This can be found in the letter you received from your mortgage company or have your lender send us the request directly.

#### Required information:

- Your name
- Address
- Association Name
- Mortgage lender
- Mortgagee clause
- Loan/account number
- Any special instructions
- Fax &/or Email; where to send the cert

