

**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](mailto: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](mailto: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:**

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