

## **How to Request a Certificate of Insurance**

If the owners forward a copy of the letter they receive from their lender, it can be forwarded via email to [sarasota.certs@bbrown.com](mailto:sarasota.certs@bbrown.com) to request a certificate of insurance. The certificate will be issued from our certificate department within 24-48 hours.

If owners don't have a letter from the lender, the following information is required to issue a certificate of insurance to the same email above.

- 1. Mortgagee / Loss Payee Clause of Bank/Lender**
- 2. Loan Number**
- 3. Name of Condo Association**
- 4. Names of Unit Owners**
- 5. Property Address with Unit Number**
- 6. Return Fax/Email of Bank/Lender**
- 7. What you are requesting – Flood Declaration Page, Certificate of Insurance or Both the Certificate of Insurance and Flood Declaration Page?**