



**Certificate of Insurance Request Form**

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

1. Requests can be emailed to: [Autumn@SmithInsAgencyInc.com](mailto:Autumn@SmithInsAgencyInc.com) or [Certificates@SmithInsAgencyInc.com](mailto:Certificates@SmithInsAgencyInc.com)
2. Requests can be faxed to (386) 409-0012
3. Certificates may be made by calling (386) 409-8004

**Certificate of Insurance**  
*(Please Keep for Your Records)*

Condominium Assn. Name	
Unit Owner Name(s) as it Reads on Your Loan	
Address of Your Unit and Unit Number	
Loan Number	
Mortgage Company Name	
Mortgagee Clause (Address)	
Where the Certificate Should be Sent	

*We Appreciate You and Your Business!*