



Retrieving Condominium Certificates of Insurance

If the owners forward a copy of the letter they receive from their leader, it can be forwarded via email to 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 do not 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 Condominium Association**
4. **Names of Unit Owners**
5. **Property Address with Unit Number**
6. **Return Fax/Email of Bank/Lender**
7. **What are you requesting – Flood Declaration Page, Certificate of Insurance, or Both the Certificate of Insurance and Flood Declaration Page?**

If owners do not have computer access, please contact our office in order to obtain the information at 941-893-2200 and ask for a member of the condominium unit to assist.

This proposal is for illustration purposes only. Please refer to policy for specific details.

Brown & Brown Insurance Services, Inc.