



Certificates of Insurance Request

To receive Certificates of Insurance (Evidence of Insurance) for your unit for the Master Insurance Policy. Please contact Cox Insurance Services, via email certificate@coxinsurance.net with your request. **All requests must be made via email and will be returned via email. Please utilize only this document for all requests.**

In order to process your request, all of the following information will be required:

- Name of Association
- Borrower Name(s) – unit owner
- Full unit address including the unit number
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- Mortgage clause w/addr
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- Loan number
- Email address or fax number of mortgage company
- Requestors email address
- **Is this a Condo Project Review? ***
 - It is important that this information is provided in the first request for a Certificate of Insurance as you (the loan officer) will require additional documents.

All requests will be processed within 48 hours.

***Loan Officers:**

If the request for a Certificate of Insurance also requires the additional information needed for a Condo Project Review- please advise us of this in the original request. If we are not informed, it will delay your receipt of documents by up to 1 week. We will not rush requests that are made after the initial request was made for only the Certificate of Insurance.

If you have any questions, please don't hesitate to contact

us. Thank you. Logan Roberts, Agent



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Phone 480-907-6000 **Toll Free** 1-888-220-9335

Fax 480-664-8275 **Email** service@coxinsurance.net