

## ***Unit Owners Needing a Certificate of Insurance***

Unit owners may require evidence of insurance coverage for purposes of refinancing and other financial transactions. The association's insurance agency is happy to provide an insurance certificate to a unit owner or lender according to the procedure outlined below.

- Unit owners, banks, lenders and real estate agents have three options for obtaining certificates:
  - a) they can be directed to Rogers & Gray website to make a request - [www.rogersgray.com](http://www.rogersgray.com),
  - b) they can email the request to [mail@rogersgray.com](mailto:mail@rogersgray.com)\*
  - c) they can fax a request to **877-816-2156\***
  
- Unit owners can advise their lender to send requests directly Rogers & Gray using any of the three options
- Unit owners may elect to send Rogers & Gray a copy of the certificate request received from the lender

\*If a fax or email request is sent, the following information is essential for prompt issuance of the certificate:

- name and address of the condo association
- name and unit # of the owner
- loan number and certificate holder name (lender), address, city, state, zip code and delivery address (email address if email delivery is preferred)

Following these procedures should result in a certificate being issued promptly.

Unit owners should discuss their personal insurance needs with their personal lines agent.

Rogers & Gray has a staff of knowledgeable personal lines agents who would be happy to assist unit owners in the procurement of condominium unit owner coverage by calling 877-504-7192.