



USI INSURANCE SERVICES CORPORATION
2755 HARTLAND ROAD
FALLS CHURCH, VA 22043

PHONE: 703-698-0788 / CERTIFICATE FAX: 703-739-0394

PLEASE HELP US ASSIST YOU BETTER!

USI's certificate department receives hundreds of requests for certificates of insurance daily. As a result, it typically takes at least 24 hours to accommodate these requests after they are made.

PLEASE FOLLOW THESE GUIDELINES TO HELP US HELP YOU:

- Request certificates via fax at 703-739-0394 or on-line at www.usicondo.com. Requests taken over the phone at 703.739.0354 slows down the process.
- Minimize “urgent” or same-day requests.
- Make requests early, allowing 48-72 hours or more for processing.
- Minimize “follow-up” phone calls. If you have not received a certificate of insurance within 72 hours, please contact us at 703-739-0354.
- Please use the attached form, which will provide us with all necessary information and make processing more timely.

THANK YOU FOR YOUR ATTENTION TO THIS MATTER.



REQUEST FOR CERTIFICATE OF INSURANCE

**Community Association's
Name:** _____

**Unit Owner/Purchaser First
and Last Name:** _____

Property Address: _____

Unit Number: _____

Loan Number: _____

**Mortgagee Clause or
Mortgage Company Name:** _____

Mortgage Company Address: _____

**Name & Company of
Requesting Party:** _____

Date Certificate is Needed:

Send Certificate to: _____

At: _____

Thank you!
Please fax to 703-739-0394