



Information Required

Name of the Condo/Homeowners Association
Bank Name, Mortgage Clause, Address and Loan Number
Unit Owner Name
Unit Property Address

*If you do not know the name of your condo/homeowners association, please contact our office.

How to Request a Certificate of Insurance

Go to the following webpage:

<http://www.ecmins.com/request-condo-hoa-certificate>

REQUEST A CONDO/HOMEOWNER ASSOCIATION CERTIFICATE – Click on Link
(A new browser window will open by the host website partner Aritzan)

- ✓ Enter the following: **Log In: condo Password: certs**
- ✓ **MANAGING CERTIFICATES-** Click link
- ✓ Issue A Certificate of Insurance/Proof of Insurance- Click link
- ✓ **CHOOSE AN INSURED -** Enter Name of Condominium/Homeowners Association
If you cannot find your association, try entering less letters of the name. (i.e. if you cannot locate “Riverblue condos”, try searching for “River”)
- ✓ Choose the name from the list that will appear
- ✓ Click on Certificate from selection list
- ✓ Choose Add Holder
- ✓ **CERT HOLDER INFORMATION** -Enter the following:
 - Full Name – Name of the Bank/Credit Union
 - Address Line 1 – Mortgagee Clause (ex. ISAOA/ATIMA)
 - Address Line 2 - Mailing Address
 - City, State, Zip
- ✓ **DESCRIPTION OF OPERATIONS; HOLDER SPECIFIC PORTION** - Enter the following:
Unit Owner / Property Address / Loan Number
- ✓ **RECIPIENT** – Enter up to 3 separate recipients (fax or email)
- ✓ **SUBMIT REQUEST** - click
- ✓ **FORM AND ATTACHMENT LINK POP-UP BOX** - Click **CERTIFICATE** and your certificate will be on the screen. Print/Save/or Close. A copy will also be emailed to you.

The "View on Screen" box in the Delivery Information is automatically checked, please disable your pop-up blocker for box to appear with Certificate in PDF Form. You can Email or Print the form using the options on your toolbar. Please check your junk folder if the confirmation email does not arrive within minutes.