



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

PHONE: 703-698-0788 / MAIN FAX: 469-519-8500

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## **PLEASE HELP US ASSIST YOU BETTER!**

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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 610-362-8377 or on-line at [www.usicondo.com](http://www.usicondo.com). Requests taken over the phone 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 703-698-0788.
- 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 610-362-8377**