

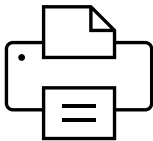
Requesting Certificates or Proof of Insurance for Condominium Unit Owners

Obtaining proof of insurance is easy! Please use any method described below to obtain proof of insurance from us when a request is made by a Unit Owner's lender.



Web request at <https://www.heistinsurance.com/request-a-certificate>

Select the appropriate form; It is important to provide complete, accurate information to avoid a delay in processing your request. The contact information you provide will become part of the client file.



Fax your lender's request letter to **609-399-8681**.

Include the name of the condominium association.



Email request to mail@heistinsurance.com

- Include:
 - Condominium Association Name
 - Unit owner name
 - Unit number
 - Lender name, address, loan number and fax number

For a Settlement or Closing, also include:

- Seller name
- Buyer's full contact information, with mailing address and phone number

Our turn-around time to prepare the certificate is 2 business days or less. For certificates needed for a refinance or settlement, please provide the closing date and need-by date with your request.

Renewal certificates are automatically generated once the policies are issued by the carriers. We will need updated information if your Lender changed mid-year and did not notify us.

We appreciate the opportunity to be of service!



Main phone/text: 609-399-0655

www.heistinsurance.com

Our office hours are Monday through Friday, 9 AM - 4:30 PM.