



USI INSURANCE SERVICES CORPORATION  
3190 FAIRVIEW PARK DRIVE, SUITE 400  
FALLS CHURCH, VA 22042  
PHONE: 703-698-0788 / MAIN FAX: 610-362-8377

---

---

## **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 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/email to 610-362-8377/usi.certrequest@usi.biz**